

Marathon County Public Library

Director's Report

November 2020

Included here are the "*Director's Activities*", "*Next Month Director's Activities*" and "*Library Projects, Programs, Events*" sections of the November 2020 Marathon County Public Library Director's Report, and agendas/minutes from July to October 2020.

Director's Activities:

- 10-19-20 MCPL System Membership Review Task Force Meeting
- 10-19-20 Marathon County Public Library Board of Trustees Meeting
- 10-30-20 WILS City Library Collective Idea Meeting
- 11-4,5-20 Wisconsin *Virtual* Digital Government Summit 2020
- 11-6-20 County Department Heads Meeting
- 11-9-20 Monthly agenda meeting with Library Board President
- 11-10-20 Furnishings and electrical projects bid opening
- 11-12,13-20 Toward One Wisconsin Virtual Inclusivity Conference
- 11-16-20 MCPL System Membership Review Task Force Meeting
- 11-16-20 Marathon County Public Library Board of Trustees Meeting

NEXT MONTH DIRECTOR'S ACTIVITIES:

- 11-16-20 MCPL System Membership Review Task Force Meeting
- 11-16-20 Marathon County Public Library Board of Trustees Meeting
- 11-20-20 Resource Library Directors Meeting
- TBD Policy reviews w/Managers
- TBD Monthly agenda meeting with Library Board President
- 11-30-20 SRLAAW Virtual Meeting
- 12-18-20 County Department Heads Meeting
- 12-21-20 MCPL System Membership Review Task Force Meeting
- 12-21-20 Marathon County Public Library Board of Trustees Meeting

LIBRARY PROJECTS, PROGRAMS, EVENTS:

Library windows replacement and building sealing/flashing repairs continue. Staff projects include: Staff and public monitors are being replaced. 10 yr old network switches are being replaced. Network plates and jacks being replaced. Ancient phone cabling being removed. Replacing 36 analog cameras that are 15 yrs old with new wiring and digital cameras, saving 10's of thousands of dollars. Replacing network firewall appliances. Mapping networks and rebuilding wiring system. Installing network management hardware and software.

UPCOMING CONFERENCES, CONTINUING ED, WORKSHOPS:

ALA Mid-Winter Virtual Conference is Jan. 22-26.

Any other issues or items of note:



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

**of a meeting of the Marathon County Public Library Board of Trustees,
Monday, July 20, 2020 at 12:00 noon
Library Headquarters, Wausau Community Room.**

The meeting site identified above will be open to the public. However, due to the COVID-19 pandemic and associated public health directives, Marathon County encourages Library Board of Trustee members and the public to attend this meeting remotely. To this end, instead of attendance in person, Library Board of Trustee members and the public may attend this meeting by computer or telephone conference. If Library Board of Trustee members or members of the public cannot attend remotely, Marathon County requests that appropriate safety measures, including adequate social distancing, be utilized by all in-person attendees. Persons wishing to attend the meeting by computer or phone may log or call into the conference beginning five (5) minutes prior to the start time indicated above using the following website: <https://global.gotomeeting.com/join/514708629> or number: 1 877 309 2073. Access Code for dialing in: 514-708-629.

When you enter the conference, **PLEASE PUT YOUR COMPUTER AND PHONE ON MUTE!**

AGENDA

1. (12:00 p.m.) **Call to Order**
2. **Acknowledgement of Visitors**
3. **Approval of Minutes**
4. **Bills and Services Report**
5. **The Public Comment portion of the agenda has been temporarily suspended, pursuant to Marathon County Resolution # R-29-20, dated April 21, 2020, because the technology necessary to afford the public the opportunity to address the County Board, or its subgroups, during public Comment is difficult to guarantee, if a large number of individuals have elected to call in.**
6. (15 minutes) **Reports Regarding Recent Meetings and Communications. For Discussion and Informational Purposes Only. No Action will be taken.**
 - A. **President**
 - B. **Other Board Members**
 - C. **Library Director**
 - D. **Board Committees**
 - E. **Friends of the Library**
 - F. **MCPL Foundation**
 - G. **Wisconsin Library Trustees & Friends (WLTF)**
 - H. **Wisconsin Valley Library Service**
7. (5 minutes) **Engberg Anderson Update – For Discussion and Informational Purposes Only**
8. (10 minutes) **Reopening Next Steps/Review Potential Options – For Discussion and Possible Action**
9. (10 minutes) **Budget Shortfall; Anticipating End of Year Outcomes – For Discussion and Possible Action**
10. (15 minutes) **Staffing Challenges/Potential for Services Model Changes at Main and Branch Libraries – For Discussion and Possible Action**
11. (5 minutes) **Fines in the Future – For Discussion and Informational Purposes Only**
12. (5 minutes) **Task Force Update – For Discussion and Informational Purposes Only**
13. **Announcements**
14. **Request for Future Agenda Items**
15. **Next Meeting Dates**
 - **Monday 08/17/2020**
 - **Monday 09/21/2020 – Mosinee Branch**
 - **Monday 10/19/2020**
 - **Monday 11/16/2020**

16.

Adjournment

Signed: _____



Library Director

***All times are approximate and subject to change**

"Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the Library Administration Office at 715-261-7213."

FAXED TO: Wausau Daily Herald, City Pages, and

FAXED TO: Other Media Groups

FAXED BY: H. Wilde

FAXED DATE: July 15, 2020

FAXED TIME: 3:30 p.m.

NOTICE POSTED AT COURTHOUSE

BY:

DATE: _____

TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, July 20, 2020. Library Headquarters, Wausau Community Room.

Present: Sharon Hunter, Gary Beastrom, Kari Sweeney (remote), Michelle Van Krey (remote), Ralph Illick

Excused: Scott Winch, Mang Xiong,

Others: Matthew Derpinghaus, Leah Giordano (remote), Thomas O'Neill, Heather Wilde, Ben Deitz, 7 remote visitors

The meeting was called to order at 12:12 by Sharon Hunter.
Sharon Hunter welcomed visitors to the meeting.

A motion was made by Kari Sweeney to approve the Board of Trustee minutes from the June 15, 2020 meeting. Seconded by Gary Beastrom. Motion carried.

A motion was made by Gary Beastrom to approve the Bills & Services report for June 2020. Seconded by Michelle Van Krey. Motion carried.

Public Comments – Temporarily Suspended

President – No Report

Other Board Members – No Report

Director's Report – Presented in the Board packet and by Director Ralph Illick.

Board Committees – No Report

Friends of the Library – The Library Director reported there are no book sales, but some selected members are coming in to sort books. A nice conversation about finding other ways to move books out into the community from their book sale area.

MCPL Foundation – Report included in the packet and the Library Director reported the group met in July remotely. They are ready to help us with some of the projects we have dated out into the future. The Foundation will be meeting again in September. They have expressed an interested in helping out with a project at North Central Healthcare to build a little library.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Report included in the packet.

Engberg Anderson Update

There was a virtual meeting the week of July 13. We will be getting actual figures and proposals on new public furnishings for Wausau. A report and drawings should be available at the August meeting.

Reopening Next Steps/Review Potential Options

We haven't received any word from the Health Department to open further. I visited Portage County Public Library which is a very similar library. I met with the Library Director and walked through the entire building. Portage County Public Library is currently open without appointments. If you visit the library as a patron, you do not have the ability to browse their shelves, staff retrieve the books for you. We could open our doors to the public, there would be a limited number of patrons who would want to come in and browse. We want to still continue to emphasize safety for both patrons and staff while providing a method to make materials and computer time available. It was decided to continue with the current plan and re-evaluate the options at the August meeting.

No motion was made.

Budget Shortfall; Anticipating End of Year Outcomes

Like many other libraries, we have not been collecting fines because we have been trying to figure out how to get materials out to the community in a stilted way. This has caused an operational shortfall. Each year we estimate about \$75,000 in income, which includes passport services. To be prepared for the end of the year shortfall, we can start by having a conversation now with our collection development librarians and try and come up with ways to adjust the volume of new materials we are purchasing now. Because we don't know what the final number will be, we could plan on some amount up to including \$40,000 that we would need out of the materials budget. We would restrict how much we are spending right now, adjust each month accordingly. If we see there is area that we have extra money then we would spend more. If we see we have more money, we can move the money into the 2021 materials budget. This will be discussed at the August meeting.

No motion was made.

Staffing Challenges/Potential for Services Model Changes at Main and Branch Libraries

We have lost some staff during the time period of the pandemic. Over time our service model might change depending where the funding goes with the County. I am hoping to ask this board for your support in giving me the authority to look at the staffing and hours of operation at each location. I would look at options that would be brought to the board later in the year.

No motion was made.

Fines in the Future

One of the trends in libraries is fines are not collected at all or have removed fines for children's materials. The reason I am bring this up is because, I meet remotely with resource library directors from around the state and the conversation is moving towards the theme because so many of us are not collecting fines. This maybe a topic down the road when we move forward.

Task Force Update

Board Member Beaström reported the Task Force discussed services. How the two (2) systems work and the differences between the two (2) systems. There was a review of the costs between the systems and the services in which they provide. The SWOT analysis will be upcoming.

Announcements – If we look ahead to our September meeting, it is scheduled to be at the Mosinee branch. Since we will still be doing remote meetings, we should have an agenda item in August for a vote as to where to hold the meeting location.

Sarah Thurs has resigned from the Marathon County Public Library Board of Trustees. Once the new board member we will work on filling the committees.

Request for Future Agenda Items – None

A Motion was made by Kari Sweeney to adjourn the meeting at 12:55 p.m. Seconded by Gary Beaström. Motion carried.

A handwritten signature in black ink, appearing to read 'ERL', is written above a horizontal line.

Library Director



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

**of a meeting of the Marathon County Public Library Board of Trustees,
Monday, August 17, 2020 at 12:00 noon
Library Headquarters, Wausau Community Room.**

The meeting site identified above will be open to the public. However, due to the COVID-19 pandemic and associated public health directives, Marathon County encourages Library Board of Trustee members and the public to attend this meeting remotely. To this end, instead of attendance in person, Library Board of Trustee members and the public may attend this meeting by computer or telephone conference. If Library Board of Trustee members or members of the public cannot attend remotely, Marathon County requests that appropriate safety measures, including adequate social distancing, be utilized by all in-person attendees. Persons wishing to attend the meeting by computer or phone may log or call into the conference beginning ten (10) minutes prior to the start time indicated above using the following website: <https://global.gotomeeting.com/join/714481573> or number: **1 866 899 4679**. Access Code for dialing in: 714-481-573.

When you enter the conference, **PLEASE PUT YOUR COMPUTER AND PHONE ON MUTE!**

AGENDA

1. (12:00 p.m.) **Call to Order**
2. **Acknowledgement of Visitors**
3. **Approval of Minutes**
4. **Bills and Services Report**
5. (10 minutes) **Public Comments**
6. (15 minutes) **Reports Regarding Recent Meetings and Communications. For Discussion and Informational Purposes Only. No Action will be taken.**
 - A. **President**
 - B. **Other Board Members**
 - C. **Library Director**
 - D. **Board Committees**
 - E. **Friends of the Library**
 - F. **MCPL Foundation**
 - G. **Wisconsin Library Trustees & Friends (WLTF)**
 - H. **Wisconsin Valley Library Service**
7. (10 minutes) **Review of the 2021 WVLS Annual Agreement – For Discussion and Possible Action**
8. (10 minutes) **Collection Management Updates (Diversity/Inclusion Review, Budget Shortfall Anticipation and Steps to Mitigate, Branches Inventory Project, Home Schooling Materials during COVID) – For Discussion and Possible Action**
9. (10 minutes) **Reopening Options Discussion – For Discussion and Possible Action**
10. (5 minutes) **Mosinee Branch Library Board Meeting – For Discussion and Possible Action**
11. (10 minutes) **Fines and Materials Purchasing Adaptations – For Discussion and Possible Action**
12. (5 minutes) **L.E.N.A Update – For Discussion and Informational Purposes Only**
13. (5 minutes) **Facilities Projects Update – For Discussion and Informational Purposes Only**
14. (5 minutes) **Task Force Update – For Discussion and Possible Action**
15. **Announcements**
16. **Request for Future Agenda Items**
17. **Next Meeting Dates**
 - **Monday 09/21/2020**
 - **Monday 10/19/2020**
 - **Monday 11/16/2020**
 - **Monday 12/21/2020**

18.

Adjournment

Signed: ERL

Library Director

*All times are approximate and subject to change

"Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the Library Administration Office at 715-261-7213."

FAXED TO: Wausau Daily Herald, City Pages, and

FAXED TO: Other Media Groups

FAXED BY: H. Wilde

FAXED DATE: August 7, 2020

FAXED TIME: 2:30 p.m.

NOTICE POSTED AT COURTHOUSE

BY: _____

DATE: _____

TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, August 17, 2020. Library Headquarters, Wausau Community Room.

Present: Sharon Hunter, Gary Beastrom (remote), Kari Sweeney (remote), Michelle Van Krey (remote), Ralph Illick

Excused: Scott Winch, Mang Xiong

Others: Matthew Derpinghaus, Leah Giordano, Thomas O'Neill, Heather Wilde, Ben Deitz, Mark Arend, 9 remote visitors

The meeting was called to order at 12:00 by Sharon Hunter.
Sharon Hunter welcomed visitors to the meeting.

A motion was made by Kari Sweeney to approve the Board of Trustee minutes from the July 20, 2020 meeting. Seconded by Gary Beastrom. Motion carried.

A motion was made by Michelle Van Krey to approve the Bills & Services report for July 2020. Seconded by Kari Sweeney. Motion carried.

Public Comments – None

President – No Report

Other Board Members – No Report

Director's Report – Presented in the Board packet and by Director Ralph Illick.

Board Committees – No Report

Friends of the Library – The Library Director reported the Friends group has worked through a process to have a limited sale by appointment in November.

MCPL Foundation – The Library Director reported their next meeting will be in September.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Board Member Sweeney reported information was shared on the 2021 planned budget and strategic initiatives.

Review of the 2021 WVLS Annual Agreement

There were very limited changes to the agreement. However, due to the nature of the agreement we ran it past corporation counsel. There are two reasons not to vote on the agreement today. The language in the agreement, which has been there for years has never been a problem until now. Essentially the agreement by statute is a two year agreement. There is a section of the WI Statute 43. That says this agreement would be from January through December 2021 and if no agreement can be reached for 2022

through the negotiations, this contract can be extended through 2022 by the Department of Public Instruction Division of Libraries and Technology.

No Motion was made. This agenda item has been tabled until further notice.

Collection Management Updates (Diversity/Inclusion Review, Budget Shortfall Anticipation and Steps to Mitigate, Branches Inventory Project, Home Schooling Materials during COVID)

Our new collection development librarian found a resource tool to examine our collection. The diverse book finder collection analysis tool looks at the collection and compares it to the diversity in the community. We want to be better aligned with what our community needs.

It looks like we will be able to make the anticipated shortfall in the budget this year. I will keep the board apprised as we go.

We have emphasized the importance of not only having, but the importance of our homeschool materials. We are working to make sure we do not have gaps in the learning materials.

No motion was made.

Reopening Options Discussion

I have had further contact with our liaison in the Health Services Department. At this time he does not recommend that we open further.

No motion was made.

Mosinee Branch Library Board Meeting

The September board meeting was schedule to be at the Mosinee branch. Because of the virtual meetings being held and the libraries are not fully open, it makes more sense to continue what we are doing.

A Motion was made by Michelle Van Krey to postpone the meeting at the Mosinee branch until further notice. Seconded by Gary Beaström. Motion carried.

Fines and Materials Purchasing Adaptations

We are not collecting fines at this time, we are emphasizing that we would like our materials back. The trend is for libraries to focus on patron access, not fine collection. Yes we will charge you if you do not bring our materials back, but we are not as interested in the fines.

No motion was made.

L.E.N.A Update

In the fall we will be doing virtual meetings based here at the library. There will be four (4) cohorts throughout the county. The library will be the hub or home, we will be processing the technology and have a cohort here. We will ask the Friends of MCPL to help with food incentives.

Facilities Projects Update

Tom gave a list of projects that have been underway at the library.

Task Force Update

Task Force Chair Arend reported that we would like to ask the Library Board of Trustees to extend the term through then end of 2020. In September we will be reviewing the staff comments, October a SWOT Analysis will be done, in November the pros and cons of each system and the pros and cons of MCPL of either moving or stay will be looked at. Hoping that December we could have a final recommendation to the Library Board.

A Motion was made by Gary Beaström to extend the Task Force until the end of 2020. Seconded by Kari Sweeney. Motion carried.

There is one other issue with the task force. Becky Frisch will be retiring from the County on September 3. She has agreed to remain on the task force if the Library Board of Trustees are in favor of keeping her on the committee.

Michelle Van Krey has agreed for Becky Frisch to remain on the Task Force committee.

Announcements

Board Member Van Krey suggested that some background be shared on why the task force was formed and the purpose for leaving WVLS. Could information be shared on the general purpose of the Library Board committees and when they meet.

Request for Future Agenda Items – None

A Motion was made by Kari Sweeney to adjourn the meeting at 12:58 p.m. Seconded by Michelle Van Krey. Motion carried.



Library Director

COUNTY OF MARATHON
WAUSAU, WISCONSIN
OFFICIAL NOTICE AND AGENDA

of a meeting of the Marathon County Public Library Board of Trustees,
Monday, September 21, 2020 at 12:00 noon
Library Headquarters, Wausau Community Room.

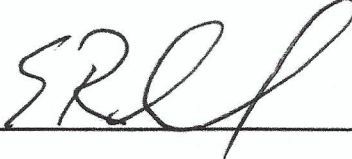
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When you enter the conference, **PLEASE PUT YOUR COMPUTER AND PHONE ON MUTE!**

AGENDA

1. (12:00 p.m.) **Call to Order**
2. **Acknowledgement of Visitors**
3. **Approval of Minutes**
4. **Bills and Services Report**
5. (10 minutes) **Public Comments**
6. (15 minutes) **Reports Regarding Recent Meetings and Communications. For Discussion and Informational Purposes Only. No Action will be taken.**
 - A. **President**
 - B. **Other Board Members**
 - C. **Library Director**
 - D. **Board Committees**
 - E. **Friends of the Library**
 - F. **MCPL Foundation**
 - G. **Wisconsin Library Trustees & Friends (WLTF)**
 - H. **Wisconsin Valley Library Service**
7. (5 minutes) **Board of Trustees Committee Assignments – For Discussion and Possible Action**
8. (5 minutes) **L.E.N.A Update – For Discussion and Informational Purposes Only**
9. (5 minutes) **Building Update – For Discussion and Informational Purposes Only**
- 10.(5 minutes) **2021 Budget – For Discussion and Possible Action**
- 11.(5 minutes) **Re-opening Status – For Discussion and Possible Action**
- 12.(5 minutes) **Update on Foundation Grant for Interior Furnishings – For Discussion and Informational Purposes Only**
- 13.(5 minutes) **Task Force Update – For Discussion and Possible Action**
- 14.(20 minutes) **Task Force Origins – For Discussion and Informational Purposes Only**
15. **Announcements**
16. **Request for Future Agenda Items**
17. **Next Meeting Dates**
 - **Monday 10/19/2020**
 - **Monday 11/16/2020**
 - **Monday 12/21/2020**

18. Adjournment

Signed: 
Library Director

*All times are approximate and subject to change
"Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the Library Administration Office at 715-261-7213."

FAXED TO: Wausau Daily Herald, City Pages, and
FAXED TO: Other Media Groups
FAXED BY: H. Wilde
FAXED DATE: September 15, 2020
FAXED TIME: 4:10 p.m.

NOTICE POSTED AT COURTHOUSE

BY: _____
DATE: _____
TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, September 21, 2020. Library Headquarters, Wausau Community Room.

Present: Sharon Hunter, Gary Beastro (remote), Kari Sweeney (remote), Michelle Van Krey (remote), Scott Winch (remote), Ralph Illick

Excused: Mang Xiong

Others: Matthew Derpinghaus, Leah Giordano (remote), Thomas O'Neill, Heather Wilde, Ben Deitz, Mark Arend, 8 remote visitors

The meeting was called to order at 12:00 by Sharon Hunter.
Sharon Hunter welcomed visitors to the meeting.

A motion was made by Scott Winch to approve the Board of Trustee minutes from the August 17, 2020 meeting. Seconded by Kari Sweeney. Motion carried.

A motion was made by Gary Beastro to approve the Bills & Services report for August 2020. Seconded by Scott Winch. Motion carried.

Public Comments – None

President – No Report

Other Board Members – No Report

Director's Report – Presented in the Board packet and by Director Ralph Illick.

Board Committees – No Report

Friends of the Library – The Library Director reported that the Friends are hoping to hold a book sale in November by appointment only.

MCPL Foundation – The Library Director reported the Foundation did meet. One of the managers from the North Central Health Care Adolescent Unit would like to work with the Foundation to get the unit their own appropriate library materials. The Foundation has agreed to a \$2,500 grant. The Friends group has also provided them with several boxes of books.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Report included in the packet. Board Member Sweeney also reported that the System Plan and the budget were passed. Both of the documents will be forwarded to DPI for their approval. If approved WVLS will receive its first state aid of 2021. If not approved WVLS will receive it back to make corrections, however since WVLS used a format for the plan that was previously accepted by DPI they do not foresee the plans being returned for further action. Following a suggestion by MCPL staff regarding weighted voting for the ILS consortium. Early in 2020 a committee was formed to

investigate the ways in which voting occurs. After several months of work the V-Cat Voting Models Committee is prepared to make a report to the WVLS V-Cat Steering Committee on September 29. Doug Lay was a long standing Marathon County representative on the WVLS Board, he resigned due to relocating out of state. He had served on the WVLS Board and the WLTF Board for decades. He was awarded Wisconsin Library Associations Trustee of the year back in 2008 and until recently a gubernatorial appointee to the council for the libraries in network development for several terms.

Board of Trustees Committee Assignments

The Library Director put together a description of the committees. There is a Personnel, Education, Building and Nominating Committee. Right now we are short one trustee and potentially another. Should we fill the committees or wait until the end of the year? Are there any questions on the descriptions that were sent out? Board Member Beasstrom suggested fill the fill the Nominating Committee and then wait for the new appointments to choose the committees. Board President Hunter asked for volunteers to serve on the Nominating Committee. Board Member Van Krey volunteered to be on the Nominating Committee along Board President Hunter and Board Member Sweeney.

No motion was made.

L.E.N.A Update

We have had challenges this year, we did not have summer cohorts like we usually do. There will be four (4) different virtual cohorts meeting this fall, we will be the base for everything. Library staff will be taking care of the coordination of the equipment, transfers and downloads. We will have one (1) cohort based here at the library and three (3) others based in the community.

Building Update

A majority of the windows have been installed, the work is progressing on the structural issues related to the roofing. The server room is being modernized. Work needs to be completed on the grand stairwell and windowsills once the windows are installed. Once we are finished we will work on having an article written with some pictures.

2021 Budget

The budget meeting went well, it wasn't as dramatic as it could have been. The County was essentially asking us to come in with our budget flat. With enough money available to have the two (2) percent staff increase for 2021 we had to take that out of someplace else. There were open positions that were eliminated, because they were no longer needed. For the operations side, we lowered the public charges from \$67,000 to \$50,000 and a couple other areas. Because the state budget is a biannual fiscal year, we might be asked to make mid-year budget cuts again in 2021 unless things pick up.

A Motion was made by Michelle Van Krey to accept the 2021 Library Budget as presented. Seconded by Scott Winch. Motion carried.

Re-opening Status

I have had further contact with our liaison in the Health Services Department, maybe expanding some open areas where patrons could sit down and read or bringing patrons into the building without appointments, blocking off the stack so staff would need to retrieve materials for them. The Health Services Department asked that we not change anything this month. We did work with them on a plan that our library services team developed to put a learning lab with very socially distanced students that need homework help in our Wausau Community room. The Health Services Department put in place an awful lot of hygiene and cleaning protocol that the library services staff have agreed to. They have developed a plan that is mutually agreeable, we are going to attempt to start a small learning lab homework help center. We are ahead of some libraries in the state and behind some others. Portage County is open, but they have their stacks roped off and staff need to retrieve materials for patrons. There have been a couple of breakouts where they had to scale back and start over.

No motion was made.

Update on Foundation Grant for Interior Furnishings

We had to work with Marathon County to effectively get all of the changes done to the library. We needed to contribute some of the money from our own CIP funds. We've gotten a little over \$2,000,000 worth of work done over the last six (6) months. We still have interior furnishings that are needed and the Foundation committed \$400,000 for all of the new furnishings.

Task Force Update

Task Force Chair Arend reported we are headed into the home stretch. We have spent the last months gathering information and asking questions. The next two meetings we will be analyzing the information, clarifying their thinking and being ready to come up with a recommendation for the board. In October we will be doing a SWOT Analysis, in November we will be analyzing everything and discussing the advantages and disadvantages.

No motion was made.

Task Force Origins

The Library Director gave a history of why the task force was formed. Board Member Van Krey would like an easy to view comparison of WVLS and SCLS. Task Force Chair Arend stated that some of the questions Van Krey asked will be addressed in November.

Announcements – None

Request for Future Agenda Items – None

A Motion was made by Gary Beastro to adjourn the meeting at 12:46 p.m. Seconded by Scott Winch. Motion carried.

A handwritten signature in black ink, appearing to be 'ERL', written above a horizontal line.

Library Director



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

**of a meeting of the Marathon County Public Library Board of Trustees,
Monday, October 19, 2020 at 12:00 noon
Library Headquarters, Wausau Community Room.**

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When you enter the conference, **PLEASE PUT YOUR COMPUTER AND PHONE ON MUTE!**

AGENDA

1. (12:00 p.m.) **Call to Order**
2. **Acknowledgement of Visitors**
3. **Approval of Minutes**
4. **Bills and Services Report**
5. (10 minutes) **Public Comments**
6. (15 minutes) **Reports Regarding Recent Meetings and Communications. For Discussion and Informational Purposes Only. No Action will be taken.**
 - A. President
 - B. Other Board Members
 - C. Library Director
 - D. Board Committees
 - E. Friends of the Library
 - F. MCPL Foundation
 - G. Wisconsin Library Trustees & Friends (WLTF)
 - H. Wisconsin Valley Library Service
7. (5 minutes) **Facilities Update – For Discussion and Informational Purposes Only**
8. (5 minutes) **L.E.N.A Update – For Discussion and Informational Purposes Only**
9. (5 minutes) **Public Furnishing Project Update – For Discussion and Possible Action**
- 10.(5 minutes) **Re-Opening Conversation – For Discussion and Possible Action**
- 11.(5 minutes) **Route to Recovery Wi-Fi Project for Marathon County – For Discussion and Possible Action**
- 12.(5 minutes) **Task Force Update – For Discussion and Possible Action**
- 13.(5 minutes) **January 2021 Board of Trustees Meeting – For Discussion and Possible Action**
14. **Announcements**
15. **Request for Future Agenda Items**
16. **Next Meeting Dates**
 - Monday 11/16/2020
 - Monday 12/21/2020

17. Adjournment

Signed:  _____

Library Director

*All times are approximate and subject to change

"Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the Library Administration Office at 715-261-7213."

FAXED TO: Wausau Daily Herald, City Pages, and

FAXED TO: Other Media Groups

FAXED BY: H. Wilde

FAXED DATE: October 14, 2020

FAXED TIME: 10:45 a.m.

NOTICE POSTED AT COURTHOUSE

BY: _____

DATE: _____

TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, October 19, 2020. Library Headquarters, Wausau Community Room.

Present: Sharon Hunter, Gary Beastrom (remote), Kari Sweeney (remote), Michelle Van Krey (remote), Ralph Illick

Excused: Scott Winch, Mang Xiong

Others: Leah Giordano (remote), Thomas O'Neill, Heather Wilde, Ben Deitz, Mark Arend, 6 remote visitors

The meeting was called to order at 12:08 by Sharon Hunter.
Sharon Hunter welcomed visitors to the meeting.

A motion was made by Kari Sweeney to approve the Board of Trustee minutes from the September 21, 2020 meeting. Seconded by Michelle Van Krey. Motion carried.

A motion was made by Michelle Van Krey to approve the Bills & Services report for September 2020. Seconded by Gary Beastrom. Motion carried.

Public Comments – None

President – No Report

Other Board Members – No Report

Director's Report – Presented in the Board packet and by Director Ralph Illick.

Board Committees – No Report

Friends of the Library – The Library Director reported that at their October meeting, the Friends were still considering having a by appointment only book sale in November.

MCPL Foundation – The Library Director reported that the Foundation has been given a timeline from Engberg Anderson for the furnishing.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – No Report

Facilities Update

We are continuing with the windows and sealing the exterior of the building. The grand entrance stairwell is being used as a back-up for fall weather if it is raining out.

L.E.N.A Update

L.E.N.A is moving right along, there are four (4) different virtual cohorts this fall and as we start preparing for spring it will be virtual also.

Public Furnishing Project Update

Engberg Anderson has prepared a RFP for the interior furnishings. The MCPL Foundation has agreed to pay up to \$400,000 for those furnishings. The color schemes that Engberg Anderson worked with are the basic county color schemes. The facilities team has approved the structure of the RFP. The final RFP, with the Library Boards approval can be submitted. What I would ask is that the Library Board gives Engberg Anderson the authority to submit the RFP through the Facilities team.

A Motion was made by Kari Sweeney to have Engberg Anderson submit the RFP for furnishings. Seconded by Michelle Van Krey. Motion carried.

Re-Opening Conversation

Generally before our board meetings, I've had conversations with the Health Department if they recommend anything further. As you recall we are taking small groups two at a time at our branches by appointment for very limited service, including intentional browsing or computer usage. At the main library we are providing curbside pick-up and computer usage by appointment. The Library Services team worked on a proposal for a learning lab, we received approval from the Health Department shortly after the October Library Board meeting and since then the COVID-19 case number have rose. I don't recommend we change our service model.

No motion was made

Route to Recovery WI-Fi Project for Marathon County

Back in 2010 we did a study in Marathon County that determined that we badly needed broadband. We just finished doing the survey again in 2019 and they determined we are still in need of broadband. In the meantime we have COVID and there are some recovery funds available, the County is trying to put in an effort to bolster some of the capacity that we currently have in our rural communities to get more access to more people and get it there faster. The County has asked me to ask the Library Board to have conversations with the branch library municipals about possibly installing stronger antennas to have Wi-Fi access further into parking lots or beyond. The reason we want to do this with the Library Boards approval and in conjunction with the County's efforts and the reason I am asking you approve my talking to the municipal officials is because I can envision the municipal officials having different concerns and different responses.

There were additional discussions regarding this agenda item.

A Motion was made by Gary Beaström to allow a meeting with municipalities and get things going. Seconded by Kari Sweeney. Motion carried.

Task Force Update

Task Force Chair Arend reported there was a lot of good discussion this month. The Task Force did a SWOT Analysis this month of MCPL either going to SCLS or staying with WVLS. There were some very good points brought up and had some good discussion. Next month's meeting on the advantages and disadvantages will be very interesting.

No motion was made

January 2021 Board of Trustees Meeting

MLK Day On will be held virtually this year on January 18, which is the same day as the Library Board meeting. My recommendation to the Library Board would be to hold the January Board meeting on the 25.

A Motion was made by Gary Beastrom to move the January 18, 2021 Board of Trustees Meeting to January 25, 2021. Seconded by Michelle Van Krey. Motion carried.

Announcements – None

Request for Future Agenda Items – None

A Motion was made by Kari Sweeney to adjourn the meeting at 12:46 p.m. Seconded by Gary Beastrom. Motion carried.



Library Director

Note: These minutes subject to approval at the next Library Board meeting scheduled for November 16, 2020.