

Marathon County Public Library

Director's Report

May 2021

Included here are the "*Director's Activities*", "*Next Month Director's Activities*" and "*Library Projects, Programs, Events*" sections of the May 2021 Marathon County Public Library Director's Report, and agenda/minutes from March and April 2021.

DIRECTOR'S ACTIVITIES

- 4-19-21 Marathon County Public Library Board of Trustees Meeting
- 4-29-21 County Management Retreat to review results of the Culture Survey
- 5-4-21 Cross-border Agreement with Marshfield Library/SCLSW
- 5-5-21 Monthly agenda meeting with Library Board President
- 5-6-21 EEEDC (Environment, Education, and Economic Dev. Committee) Meeting
- 5-7-21 Toward One Wisconsin Planning Committee Meeting
- 5-11-21 Main building walk-thru with Russell Mech of M.C. Health Dept.
- 5-13-21 Marathon County Public Library Foundation Board Meeting
- 5-16-21 Resource Library Directors Meeting
- 5-17-21 Marathon County Public Library Board of Trustees Meeting

NEXT MONTH DIRECTOR'S ACTIVITIES:

- 5-17-21 Marathon County Public Library Board of Trustees Meeting
- 5-18-21 Early Years Coalition Planning Committee
- 5-21-21 Resource Library Directors Meeting
- 5-21-21 Marathon County Dept. Heads Meeting
- 6-4-21 Toward One Wisconsin Planning Committee Meeting
- TBD Monthly agenda meeting with Library Board President
- 6-21-21 Marathon County Public Library Board of Trustees Meeting

LIBRARY PROJECTS, PROGRAMS, EVENTS:

Replacement of network firewall appliances continues.
Mapping networks and rebuilding wiring system project continues.

UPCOMING CONFERENCES, CONTINUING ED, WORKSHOPS:

ALA Annual Conference & Exhibition (Virtual), June 23-29, 2021

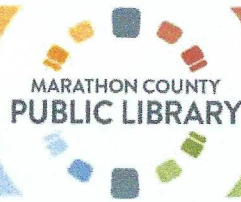
Toward One Wisconsin

Building Bridges and Breaking Barriers. October 12-13, 2021, Eau Claire, Wisconsin

Any other issues or items of note:

New roof at main library well under way. Final placement of all shelving is under way, Expected to be mostly complete at the time of the May Board Meeting.

The Denison Culture Survey was completed, and the management team will be working together on communicating the results to staff over the coming weeks.



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

**of a meeting of the Marathon County Public Library Board of Trustees,
Monday, April 19, 2021 at 12:00 noon
Library Headquarters, Wausau Community Room.**

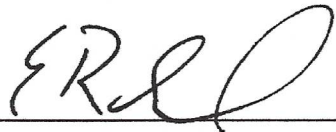
The meeting site identified above will be open to the public. However, due to the COVID-19 pandemic and associated public health directives, Marathon County encourages Library Board of Trustee members and the public to attend this meeting remotely. To this end, instead of attendance in person, Library 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/414976053> or number: [1 877 309 2073](tel:18773092073). Access Code for dialing in: 414-976-053.**

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) **Re-opening discussion with Russell Mech from the Marathon County Health Department – For Discussion and Possible Action**
8. (5 minutes) **Branch library agreements update – For Discussion and Informational Purposes Only**
9. (10 minutes) **Branch library Wi-Fi agreements update – For Discussion and Possible Action**
- 10.(10 minutes) **Discussion about the library's third floor potential for community partner – For Discussion and Possible Action**
- 11.(10 minutes) **Follow-up on timeline for public hearing on system change motion – For Discussion and Possible Action**
- 12.(10 minutes) **2021 WVLS agreement follow-up – For Discussion and Possible Action**
- 13.(5 minutes) **WVLS Board President request for meeting – For Discussion and Possible Action**
14. **Announcements**
15. **Request for Future Agenda Items**

17. **Next Meeting Dates**
- Monday 06/21/2021
 - Monday 07/19/2021
 - Monday 08/16/2021
 - Monday 09/20/2021
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: May 11, 2021
FAXED TIME: 3:10 p.m.

NOTICE POSTED AT COURTHOUSE

BY: _____
DATE: _____
TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, April 19, 2021. Library Headquarters, Wausau Community Room.

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

Excused: Dino Corvino

Others: Leah Giordano, Thomas O'Neill, Heather Wilde, Ben Deitz, Russell Mech, 29 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 JEFF CAMPO; SECONDED BY KARI SWEENEY TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE MARCH 15, 2021 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY JEFF CAMPO TO APPROVE THE BILLS & SERVICES REPORT FOR MARCH 2021. MOTION CARRIED.

Public Comments – None

President – I've heard from Corporation Counsel Corbett regarding the investigation that has been going on for personnel reasons. von Briesen will be ready in about two weeks to provide a draft report to the personnel committee. The personnel committee would then recommend that to the full board. What I would like to do when we get the draft report is to schedule a closed session meeting at the courthouse with the personnel committee meeting first and with the trustees meeting following.

Other Board Members – No Report

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

- We received the remainder of our furnishings for the public. We did need to wait on our shelving until the CIP funds were transferred.

Board Committees – No Report

Friends of the Library – The Library Director reported that the space where the Friends have their passive sales will be modified.

MCPL Foundation – The Library Director reported that another larger donation was received for the Foundation.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Report included in the packet. Board Member Sweeney also reported that WVLS met on March 20. WVLS does quite a few e-newsletters, they work with member libraries to share news and event happenings in the e-newsletters.

Re-opening discussion with Russell Mech from the Marathon County Health Department

Everyone should have received the capacity listing for our branches in their board packets. We did not include Wausau, because would not get to the capacity limit. All the feedback from urban library directors they aren't seeing the capacity limits exceeded. When we are in the branches and because of the staffing limitations, if we open our doors we would not be able to do curbside. In branches we would need to either open the doors with limited capacity or continue with curbside service.

Mr. Mech gave a report on the trends the health department is seeing. There was 50-60 cases in the middle of March. The week ending April 3 the cases jumped up to 85 and the week ending April 10 they jumped again to 154. Back in January there were 205 cases. Director Illick would like to discuss potentially suggesting opening up a little bit more after the next meeting in May or after Memorial Day. We are more confident now with more staff receiving their vaccinations. My suggestion would be to keep June 1 of a target date with limits for occupancy based on guidance from the health department.

A MOTION WAS MADE BY SHARON HUNTER; SECONDED BY KARI SWEENEY FOR THE LIBRARY DIRECTOR TO MOVE FORWARD WITH THE TENTATIVELY REOPENING DATE OF JUNE 1 WITH LIMITED CAPACITY AS LONG AS THE MESSAGE IS VERY CLEAR THAT THIS IS TENTATIVE IN TERMS OF WHATS HAPPENING IN MARATHON COUNTY WITH COVID-19 INCREASE VACCANIATIONS. MOTION CARRIED.

Branch library agreements update

The branch agreements have gone out to each of the branches. They are like a lease agreement, they are for in-kind use of the facility. I have received one back that I have sent to corporation counsel for review as there were minor changes.

Branch library Wi-Fi agreements update

This is a separate Wi-Fi agreement. One of them came back and made it clear they do not any changes made to their building. Another agreement came back changed so that the library and the county would be responsible. It is written in the agreements that the library and county would install the Wi-Fi, but the municipalities would be responsible for maintaining it. A third agreement would like the Wi-Fi shut down between the hours of midnight and five o'clock a.m.

No motion was made.

Discussion about the library's third floor potential for community partner

The history of the third floor was explained for new members. We now have unfinished space with no community partner. We would have to build out the third floor for a tenant. For a build out to include HVAC, it could cost up to one million dollars. We do have a lot to offer, but there are also some challenges at a significant cost. I would like to work with facilities to put out a RFP to look for a community partner.

A MOTION WAS MADE BY JEFF CAMPO; SECONDED BY KARI SWEENEY TO WORK WITH THE COUNTY ADMINISTRATOR AND CORPORATION COUNSEL TO START THE RFP PROCESS. MOTION CARRIED.

Follow-up on timeline for public hearing on system change motion

We have gone through the process with the task force of looking at system membership, our board has also gone through the process of voting. In my conversations with county administration, we felt the best plan moving forward would be to communicate with municipalities and have listening sessions so we can learn more from the public and also help them understand why this recommendation was made.

A MOTION WAS MADE BY JEFF CAMPO; SECONDED BY SHARON HUNTER TO ALLOW RALPH TO START THE PROCESS TO INFORM THE PUBLIC IN INFORMATIONAL MEETINGS ABOUT THE REASON WE MADE THE MOTION TO MOVE TO A NEW SYSTEM. MOTION CARRIED.

2021 WVLS agreement follow-up

We delayed signing the agreement not knowing what we were going to be looking at with the particulars as to when we would have a public hearing. We have learned through this process that we wouldn't meet the January 2022 deadline for system change. I ask this board to approve signing the 2021 agreement that we saw the draft in 2020. We would sign the agreement at the recommendation of DPI.

A MOTION WAS MADE BY JEFF CAMPO; SECONDED BY GARY BEASTROM TO APPROVE THE 2021 WVLS AGREEMENT WHICH IS A ONE YEAR CONTRACT FOR 2021. MOTION CARRIED.

WVLS Board President request for meeting

The guidance was requested of the board of trustees. Mr. Bobrofsky has not been in contact with me since the last meeting. It was at his suggestion that we postpone the meeting until after we hear from DPI at the March meeting.

It was suggested by board members to put it on hold. If they would like to have a meeting they will reach out again.

No motion was made.

Announcements – We want to welcome Board Member Van Krey's daughter, Eleanor. Board Member Beastrom was contacted regarding library's involvement in the One Wisconsin program in Eau Claire on April 20. We are listed as a major sponsor and Gary is wondering what our involvement is. Ralph explained that it started with Toward One Wausau and we have been involved for several years and now it evolved to Toward One Wisconsin. We give in-kind support to this program every year. It will be held October 12-13.

Request for Future Agenda Items – None

A MOTION WAS MADE BY GARY BEASTROM; SECONDED BY KARI SWEENEY TO ADJOURN THE MEETING AT 1:02 P.M. MOTION CARRIED.

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

Library Director

Note: These minutes subject to approval at the next Library Board meeting scheduled for May 17, 2021.



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

**of a meeting of the Marathon County Public Library Board of Trustees,
Monday, March 15, 2021 at 12:00 noon
Library Headquarters, Wausau Community Room.**


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AGENDA

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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) **CIP Funds transfer update – For Discussion and Possible Action**
8. (20 minutes) **Discussion with DPI Public Library Administration Consultant Shannon Schultz re: potential system change processes – For Discussion and Informational Purposes Only**
9. (10 minutes) **COVID re-opening discussion with Russell Mech – For Discussion and Possible Action**
10. (10 minutes) **Branch Agreements update – For Discussion and Possible Action**
11. (15 minutes) **Discussion – System effectiveness question on annual report to DPI – For Discussion and Possible Action**
12. **Possible Action**
13. **Announcements**
14. **Request for Future Agenda Items**

15. **Next Meeting Dates**
- Monday 04/19/2021
 - Monday 05/17/2021
 - Monday 06/21/2021
 - Monday 07/19/2021
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: March 10, 2021
FAXED TIME: 2:45 p.m.

NOTICE POSTED AT COURTHOUSE

BY: _____
DATE: _____
TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, March 15, 2021. Library Headquarters, Wausau Community Room.

Present: Sharon Hunter, Gary Beastron (remote), Jeff Campo, Dino Corvino (remote), Kari Sweeney (remote), Scott Winch, Ralph Illick

Excused: Michelle Van Krey

Others: Leah Giordano, Thomas O'Neill, Heather Wilde, Ben Deitz, Shannon Schultz, 43 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 JEFF CAMPO; SECONDED BY DINO CORVINO TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE FEBRUARY 15, 2021 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY JEFF CAMPO; SECONDED BY KARI SWEENEY TO APPROVE THE BOARD OF TRUSTEE PERSONNEL COMMITTEE MINUTES FROM THE MARCH 5, 2021 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY JEFF CAMPO; SECONDED BY DINO CORVINO TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE MARCH 5, 2021 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY JEFF CAMPO TO APPROVE THE BILLS & SERVICES REPORT FOR FEBRUARY 2021. MOTION CARRIED.

Public Comments – None

President – I have been in contact with Mr. Bobrofsky, from the WVLS Board of Trustees. We were going to meet before this meeting, but he asked that we postpone the meeting until we hear from our DPI representative.

Other Board Members – No Report

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

- A video was shared on the story time programming progress.

Board Committees – The Personnel Committee met on March 5 2021. They recommended that we take action regarding a personnel issue. That will be done by an outside firm.

Friends of the Library – The Library Director reported that the Friends will meet next week, they have a new board president. They are aware of the impending opening that we are anticipating.

MCPL Foundation – Report included in the packet. The Library Director also reported that they are awaiting the invoices to start coming.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Report included in the packet. Board Member Sweeney also reported that WVLS will be meeting again on Saturday. Jamie Matczak will be teaching a continuing education course offered through UW Madison iSchool. This is a four week course called Creating a Positive Library Work Environment, this is the second time teaching this course and right now there are sixteen (16) people enrolled in the course. She will also teach Difficult Conversations for the iSchool this summer. Anne Hamland will be speaking at the 2021 WAPL Conference on how libraries can't and did provide the best service possible during the pandemic. This year's conference will be virtual May 4-7.

CIP Funds transfer update

This year we have had a little bit of a delay getting the funds transferred. At the beginning of February an email was sent to Finance to confirm the numbers. We received a response on March 12 saying they would look at the numbers. The latest we have received the transfers were August. This year's challenge, is we have invoices that have already started coming and a few of them are at the 30 days. A couple months ago, this board approved a check to be cut for \$44,000 to the Foundation and a few thousand to the Friends. The Foundation will be reimbursing us for the invoices we will be paying for the new furniture, but because we have not received the CIP Funds yet we cannot pay those invoices. The proposal is to use the money out of the gift account and it will be reimbursed once the CIP Funds are transferred.

A MOTION WAS MADE BY JEFF CAMPO; SECONDED BY SCOTT WINCH TO APPROVE THAT WE USE THE FUNDS IN THE LIBRARY GIFT ACCOUNT TO PAY THE VENDORS AND ONCE THE CIP FUNDS HAVE BEEN TRANSFERRED, THE CIP FUNDS WILL REPAY THE LIBRARY GIFT ACCOUNT. MOTION CARRIED.

Discussion with DPI Public Library Administration Consultant Shannon Schultz re: potential system change processes

All of the trustees were given a list of questions presented to Shannon Schultz. This is a list that was compiled by everyone's input of the trustees.

https://www.mcpl.us/sites/default/files/attachments/20210300_dpi-responses-to-mcpl-board-questions.pdf

No motion was made

COVID re-opening discussion with Russell Mech

Russell Mech was unable to attend the meeting today. He did say there has been a slight uptick in the cases here in Marathon County, but we are still below where we were last fall. He says best practice presently would be to maintain current level of services. What I would ask is everyone on the board consider that we are getting very close to more reopening. Some of the options that we have looked at include offering half day of curbside at all locations and for the second half of that day allow patrons inside of the facilities based on 25% capacity based on square footage.

No motion was made

Branch Agreements update

We have worked with Corporation Counsel on the branch agreements, a separate agreement will include the Wi-Fi project. They are written up as two agreements, but we will be discussing them with the municipalities at the same time.

No motion was made

Discussion – System effectiveness question on annual report to DPI

Last month we made a motion to sign the annual report and check the box of discussing this with DPI. Apparently we need to make a decision of Yes or No.

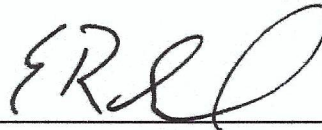
Library Director Illick stated that he thinks we should check the box that says they were effective.

A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY GARY BEASTROM TO CHECK THE BOX YES FOR SYSTEM EFFECTIVENESS. MOTION CARRIED.

Announcements – None

Request for Future Agenda Items – None

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY JEFF CAMPO TO ADJOURN THE MEETING AT 12:57 P.M. MOTION CARRIED.



Library Director

Note: These minutes subject to approval at the next Library Board meeting scheduled for April 19, 2021.