

Marathon County Public Library

Resource Library Report

May 2022

This includes the *Agenda and Director's Report* for the May 16, 2022 Marathon County Public Library Board of Trustees meeting.

Also included, are the agenda/minutes from February, March and April 2022.



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

**A meeting of the Marathon County Public Library Board of Trustees,
Monday, May 16, 2022 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://meet.goto.com/609908405> or number [1 866 899 4679](tel:18668994679) Access Code for dialing in: 609-908-405.**

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 Valley Library Service
7. (10 minutes) **Welcome New Board Members – For Discussion and Informational Purposes Only**
8. (5 minutes) **COVID-19 Update– For Discussion and Possible Action**
9. (5 minutes) **Purchase Approvals – For Discussion and Possible Action**
 - A. Office Chairs
 - B. Microfilm Machine
10. (10 minutes) **Library Trustee Essentials Review: Chapters 7, 18 & 24 – For Discussion and Informational Purposes Only**
11. (15 minutes) **Library Service Highlights: Summer Library Program 2022– For Discussion and Informational Purposes Only**
12. **Announcements**
13. **Request for Future Agenda Items**

14. **Next Meeting Dates**
- Monday 06/20/2022 Athens branch library
 - Monday 07/18/2022
 - Monday 08/15/2022
 - Monday 09/19/2022
15. **Adjournment**

Signed: 
Library Director or Designee

*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."

EMAILED TO: Wausau Daily Herald, City Pages, and
EMAILED TO: Other Media Groups
EMIALED BY: S. Martell
EMAILED DATE: May 10 2022
EMAILED TIME: 10:20am

NOTICE POSTED AT COURTHOUSE

BY: _____
DATE: _____
TIME: _____

Marathon County Public Library

Director Report

May 2022

April Highlights

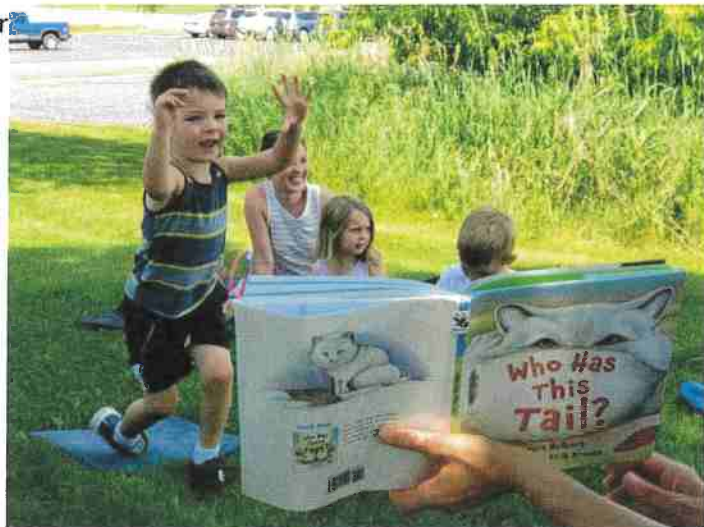
County-Wide Classification and Compensation Study

An initial meeting for the library was held with McGrath Consultants in order for them to learn more about our organization. Topics covered included an overview of mission and goals, organizational structure and types of position classifications. We also discussed recruitment and retention challenges, pay for performance, and comparable organizations for their external market survey. Next steps will be to have select employees fill out position questionnaires to be reviewed by supervisors and submitted to McGrath for analysis.

In-Person Story Times Are Back!

This month, the Marathon County Public Library's Wausau Headquarters is gearing up to do something it hasn't done in over two years – offer in-person story times for kids and their families/caregivers!

Select MCPL branches offered outdoor story times last summer and fall, but MCPL Wausau instead opted to continue offering its story times virtually. The virtual programs are posted weekly on the library's [YouTube channel](#). With the recent decline in COVID-19 cases in Marathon County, the time seemed right to begin incorporating more in-person events at MCPL, starting with story time.



Starting April 27, MCPL Wausau will begin offering 30-minute Family Story Time sessions every Wednesday and Thursday morning at 10 a.m. on the grassy lawn outside the library. Since they will be held outdoors, all of the story time sessions will be weather-dependent and are expected

to run through the end of October. Families are asked to bring their own chairs and blankets with them for seating, as well as snacks, sunscreen, bug spray and any other supplies they may need.

Beginning May 2, a third story time session will also be offered at 6 p.m. on the first Monday of each month to accommodate families who cannot make it during the day. Also, one recorded virtual story time will continue to be posted online each month for families who cannot easily make it to the library or who don't yet feel comfortable visiting in-person.

For more information on MCPL's story times, visit www.mcpl.us/events/story-time. -Submitted by Dan Richter

ILS Issues and Remediation

Sierra (our integrated library system, or "ILS") has been malfunctioning at some branch locations on some weekends for several months now. This software is necessary for key library circulation functions like checking books in and out. After a great deal of investigation to find the root of the problem (which we believe is related to Sierra's sensitivity to a poor internet connection), we've developed several approaches to addressing it on different levels. Most immediately, we are deploying Sierra Web - a slimmed-down alternate version of Sierra that is more likely to withstand the issues that our normal version of Sierra has encountered. It allows us to continue library operations while we get longer-term solutions in place that would allow us to use our normal, full-scale ILS. The next tier of our solution plan is replacing firewall hardware and cable modems at each of the affected locations. This will take additional time due to the complexity of the tasks and the need to secure a contractor and the cooperation of our internet service provider. This portion of the plan is under way as well. In the long-term, we are considering two additional options: switching internet service providers from Charter to BadgerNet, and purchasing a different ILS than Sierra. The former would decrease the likelihood that Sierra would malfunction, and the latter would get to the root of the problem by providing a system that is not quite so fragile.

Youth Events

In April, the youth services team continued spring LENA classes and device swaps, and outreach at the WSD's G2M program. We put out puzzles in the early literacy center and patrons seem to be enjoying them. We created more of a computer "lab" in the children's tween area instead of having computers scattered about the department. We covered the reference desk while reference staff had a meeting and trained with the new Athens Branch Coordinator and Library Specialist. We prepped more for summer by cutting 500+ ocean-themed die-cuts for branches, ordered SLP prize books, and worked on logistics for summer programs such as ordering supplies, touching base with performers, and providing final edits for the SLP activity book. We

had our first outdoor story times and are very happy to be back to programming. We will be meeting in May to discuss fall programs and initiatives.

Branches

Grab and Go craft kits continue to be popular at all locations. In April, we collectively handed out 289 colorful shadow art craft kits for kids and 79 flower thimble pendant craft kits for adults. Outdoor story times and book clubs will be starting soon at many locations. Creative displays were featured at all locations including ones for Earth Day, "April Showers Read for Hours" (adult books featuring storms), "It's All about the Dress" (YA books with prom dresses on the cover), "There's Always Time for Tea" (books to celebrate National Tea Month).

Julie G, a staff member from Rothschild, represented MCPL at the Community Development Resource Fair for families of students with disabilities, and at the YMCA Healthy Kids Day. It was wonderful to get out into the community and share information about the great things happening at the library.

In February of 2020, Spencer Library held a program called "Honor Flight", where adults came to make cards for the Honor Flight to Washington D. C., with 150 beautifully made cards. Due to the pandemic, Honor Flights did not run for nearly two years. This April, the cards were given to the committee for the Honor Flight that will leave May 2nd.

With the completion of Marathon City and Edgar, all branch locations have completed inventory of their entire collections. We are all working on a second round of inventory.

Nikki Framke, our new Athens branch coordinator, completed her orientation week in Wausau and started working in Athens during April. We are very excited to welcome her to the team!

Deb Gauerke, our Edgar branch coordinator, will be retiring in May after 35+ years of service to MCPL! The community of Edgar and all of the library staff will miss her greatly, but we are excited for her next adventure. The position is posted and closes on May 10th.

COUNTY OF MARATHON
WAUSAU, WISCONSIN

OFFICIAL NOTICE AND AGENDA

A meeting of the Marathon County Public Library Board of Trustees,
Monday, April 18, 2022 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://meet.goto.com/826413581> or number [1 866 899 4679](tel:18668994679) Access Code for dialing in: 826-413-581.**

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 Valley Library Service
7. (5 minutes) COVID-19 Update – For Discussion and Possible Action
8. (5 minutes) Athens Potential New Building Update– For Discussion and Informational Purposes Only
9. (10 minutes) Library Trustee Essentials Review: Chapters 5, 6 & 19 – For Discussion and Informational Purposes Only
10. (15 minutes) Library Service Highlights: Policy and Procedure Development– For Discussion and Informational Purposes Only
11. Announcements
12. Request for Future Agenda Items

13.

Next Meeting Dates

- Monday 05/16/2022
- Monday 06/20/2022 Athens branch library
- Monday 07/18/2022
- Monday 08/15/2022

14.

Adjournment

Signed: _____



Library Director or Designee

***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."

EMAILED TO: Wausau Daily Herald, City Pages, and

EMAILED TO: Other Media Groups

EMIALED BY: S. Martell

EMAILED DATE: April 12, 2022

EMAILED TIME: 10:40am

NOTICE POSTED AT COURTHOUSE

BY: _____

DATE: _____

TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, April 18, 2022. Library Headquarters, Wausau Community Room.

Present: Sharon Hunter, Jeff Campo, Kari Sweeney (remote), Michelle Van Krey, Scott Winch, Leah Giordano

Absent: Gary Beastro (excused)

Others: Alexander Johnson, Stephanie Martell, David Hahn, Marla Sepnafski, Jamie Matczak and one additional remote visitor

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

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY JEFF CAMPO TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE MARCH 21, 2022 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY MICHELLE VAN KREY; SECONDED BY KARI SWEENEY TO APPROVE THE BILLS & SERVICES REPORT FOR MARCH, 2022. MOTION CARRIED.

Public Comments – None

President – None

Other Board Members – None

Director's Report – Presented in the Board packet and by Director Leah Giordano. The director followed up with Police Chief Ben Bliven and the police department is hoping to have a CSO for the downtown area approved soon. The library has been added to the daily route and the director had a chance to meet with the patrol captain and shift supervisors to discuss current concerns at the library. Additionally, the police department is looking to add a community outreach person that could help individuals find the resources that they need. The use of a study room at the library for this service was offered. Chief Bliven also asked for a summary of the current disruptive behavior at the library, which was supplied.

Board Committees – Sharon Hunter reported that as a representative of the Personnel Committee she has been meeting with Leah Giordano on a monthly basis and having regular communications.

Friends of the Library – Both the Friends of the Library and the Library Foundation have increased their annual support for the aquarium to \$4000. This will help cover the increased cost of the aquarium. The Friends made \$842, including \$235 in memberships at their most recent members' only sale.

MCPL Foundation – None

Wisconsin Valley Library Service – The WAPL Annual Conference is taking place May 11-13 in Pewaukee.

COVID-19 Update –The county health department does not have any recommended changes at this time. Outdoor programming is starting soon and will hopefully transition into indoor programming in the fall. Currently the children’s area has less tactile options for children. Staff is evaluating the best way to provide these experiences for young patrons in the future.

Athens Potential New Building Update – Leah Giordano and Gary Beastro visited the property that may become the new home for the Athens library. Renovations would make the space usable for the library. It is a short distance from the current library location. The June Board of Trustees meeting will take place in Athens and will likely include a tour of the space. An external book drop may be purchased to alleviate the inconvenience of patrons putting books in a slot that drops into the municipal office. This external book drop could then be moved to the new location if the library relocates.

Library Trustee Essentials: Chapters 5, 6 & 19 – discussion led by Sharon Hunter

- Essential # 5 – Hiring a Library Director – Steps are laid out for the Board to follow while hiring a new director. In addition, the MCPL Board needs to follow Marathon County’s human resource practices.
- Essential #6 - Evaluating the Director – The MCPL Board uses the Marathon County practice of doing midterm and year end evaluations in addition to trying to maintain good communication throughout the year rather than waiting for formal reviews.
- Essential #19 – Library Director Certification – There are different levels of certification based on the size of the library. The director is required to take 100 hours of continuing education in five years. Classes are approved by the library system and funding is through the library budget.
- May Trustee Essentials #7,18 & 24 – Michelle Van Krey

Library Service Highlight: policy and Procedure Development – Presented by Dan Richter and Rose DeHut, Marathon County Public Library staff members

- The Policy and Procedure Committee consists of 4 staff members that represent adult and children’s services and are reviewed by a fifth staff member.
- While creating and editing policies, committee members use the ALA Bill of Rights, ALA recommendations, laws/statutes, ordinances and pre-existing policies at similar libraries.
- Policies are added or updated as a need arises or because they have become outdated.
- The process of changing MCPL policies and procedures:
 - New event, idea or question
 - Similar document is used as a template
 - New document is presented to the committee
 - Committee approved documents are sent to the Executive Director
 - Director approved documents get formatted
 - Documents are presented at Library Board meeting for official approval
- Policies use broader scoped language to provide an overview that reflects the mission and vision of the library. Procedures are more detailed and define the day to day actions required to adhere to the policies.

Announcements – Kari Sweeney was a guest on a podcast called, “Ask a Librarian” and shared about her experiences as a library board trustee. The link to that conversation is:

<https://podcasts.apple.com/gb/podcast/libraries-bookstagram/id1608406645?i=1000555064072>

Request for Future Agenda Items – None

A MOTION WAS MADE BY MICHELLE VAN KREY; SECONDED BY JEFF CAMPO TO ADJOURN THE MEETING AT 12:41 P.M. MOTION CARRIED.


Library Director or Designee

Note: These minutes subject to approval at the next Library Board meeting scheduled for May 16, 2022.



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

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Monday, March 21, 2022 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 Valley Library Service
7. (5 minutes) **COVID-19 Update – For Discussion and Possible Action**
8. (5 minutes) **2021 Library Fund Transfer – For Discussion and Possible Action**
9. (10 minutes) **Library Policy Updates – For Discussion and Possible Action**
 - A. Media Policy
 - B. Photo Release Policy
 - C. Behavior in the Library Policy
 - D. Animals in the Library Policy
10. (10 minutes) **WVLS Expectations Update – For Discussion and Possible Action**
11. (10 minutes) **Library Trustee Essentials Review: Chapters 4 & 13 – For Discussion and Informational Purposes Only**
12. (15 minutes) **Library Service Highlights: ASPEN Discovery– For Discussion and Informational Purposes Only**
13. **Announcements**
14. **Request for Future Agenda Items**

15. **Next Meeting Dates**
- Monday 04/18/2022
 - Monday 05/16/2022
 - Monday 06/20/2022 Athens branch library
 - Monday 07/18/2022
16. **Adjournment**

Signed: 
Library Director or Designee

*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."

EMAILED TO: Wausau Daily Herald, City Pages, and

EMAILED TO: Other Media Groups

EMIALED BY: S. Martell

EMAILED DATE: March 15, 2022

EMAILED TIME: 12:11pm

NOTICE POSTED AT COURTHOUSE

BY: _____

DATE: _____

TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, March 21, 2022. Library Headquarters, Wausau Community Room.

Present: Sharon Hunter, Gary Beastrom, Kari Sweeney, Michelle Van Krey (remote), Scott Winch, Leah Giordano

Absent: Jeff Campo

Others: Alexander Johnson, Heather Wilde, Stephanie Martell, David Hahn, Marla Sepnafski, Joshua Klingbeil, Rachel Metzler and remote visitors: Ann Hamland, Jamie Matczak, Sonja Ackerman, Martha Van Pelt and one additional guest

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

A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY GARY BEASTROM TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE FEBRUARY 21, 2022 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY GARY BEASTROM; SECONDED BY KARI SWEENEY TO APPROVE THE BILLS & SERVICES REPORT FOR FEBRUARY, 2022. MOTION CARRIED.

Public Comments – None

President – None

Other Board Members – None

Director's Report – Presented in the Board packet and by Director Leah Giordano.

- In preparation for a county-wide class compensation and wage study, the county has asked the library to update job descriptions.
- The county has offered the opportunity to apply for a portion of the ARPA funding that it received. The library is applying for some of this funding for an HVAC system on the third floor and construction to make this area functional.
- There has been an increase in altercations and incidents at the library. The director has talked with Police Chief Bliven and the library is not the only downtown business experiencing this negative behavior. Therefore, the police department is considering hiring a CSO to patrol the downtown area. In the meantime the police department will try to increase their patrols at the library. MCPL staff has training on security and awareness, but at this time the additional law enforcement presence is appreciated.

Board Committees – None

Friends of the Library – The Friends continue to have increased memberships as a result of their Saturday member only sales.

MCPL Foundation – The Foundation had a meeting on March 10th. Dr. Corrie Norrbom presented information on the LENA Project and the Foundation agreed to provide funding for the next three years to the program. The Foundation also agreed to increase their commitment to the library's aquarium from \$3500 to \$4000 per year.

Wisconsin Valley Library Service – Kari Sweeney updated the board on recent WVLS activity.

- Five representatives, two of whom are WVLS board members went to Madison to advocate for libraries on Library Legislation Day.
- WVLS helped host the Wild Wisconsin Winter Web conference which had over 1600 attendees and 14 sessions.

COVID-19 Update Leah Giordano talked with Dale Grosskurth from the health department.

- The county's positive case number has dropped significantly to a seven day average of seven cases per day as of March 16, 2022.
- The health department still recommends that people try to maintain a six foot distance when possible.
- The library is currently limiting occupancy in the library and in meeting rooms.
- Masks are still required when staff are helping individuals at computers due to the close contact.
- The library will hold summer programs outdoors as a way to transition back to regular programming.

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY KARI SWEENEY TO OPEN THE LIBRARY UP TO FULL CAPACITY IN ALL PUBLIC AREAS INCLUDING MEETING ROOMS. MOTION CARRIED.

2021 Library Fund Transfer

- The funds to transfer are higher than usual mostly due to three of the highest paid jobs being unfilled for a good portion of the year.
- The foreseen uses of these funds include technology refreshment and library specific equipment. Leah Giordano is creating a policy for the positive fund balance/CIP funds.

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY MICHELLE VAN KREY TO APPROVE THE TRANSFER OF THE 2021 LIBRARY FUNDS. MOTION CARRIED.

Library Policy Updates

- Media Policy – The policy was updated mainly to reflect the use of social media.
- Photo Release Policy- Updates were made to reflect the use of video which is increasingly used in virtual formats.
- Behavior in the Library Policy – The policy was updated to align with current best practices.
- Animals in the Library Policy – Federal rules were incorporated in the policy on record, but updates were required to take state rules into account.

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY GARY BEASTROM TO APPROVE THE POLICIES AS PRESENTED. MOTION CARRIED.

WVLS Expectations Update Presented in 2022 the WVLS Expectations Assessment Worksheet. Marla Sepnafski, Director of WVLS and Joshua Klingbeil, Deputy Director, Chief Information Officer of WVLS, were present to give an update on WVLS expectations.

- Rachel Metzler, WVLS ILS and Data Base Support Specialist, will report on ASPEN Discovery, which addresses one of the ILS expectations later in the meeting.
- WVLS facilitated a mentorship between Leah Giordano and Sarah Sugden, the Brown County Library Director.
- WVLS will continue to provide \$10,000 to MCPL for collection development. The check for 2022 was delivered to MCPL in March, 2022.
- To increase relevant continuing education opportunities to MCPL staff, WVLS provided a survey to MCPL staff to see what their continuing education needs are.
- WVLS cosponsors the Wild Wisconsin Winter Web conference annually. This year's event included workshops like, "Tools in Disaster Response for Libraries", "Welcome Aboard: Planning for New Employees Success" and "Why Psychological Safety Matters Now More Than Ever". Two MCPL staff members, Dan Richter and Julie Kinney, applied for and received scholarships to attend the National Public Library Association 2022 Conference in Portland, Oregon.
- There has been increased communication between MCPL and WVLS staff including scheduled meetings and unscheduled consultations. MCPL is additionally represented on all of WVLS's committees and sub-committees.
- The Bylaws of the V-Cat Consortium were updated in 2021 with a weighted voting system that will better represent MCPL's participation in the consortium.
- The Board of Trustees requested that WVLS create either an executive summary or a chronological listing of accomplishments on future reports. Trustees also asked that the results of the MCPL continuing education survey be provided to the board.

Library Trustee Essentials: Chapters 4 & 13 – discussion led by Sharon Hunter

- Essential #4 – Effective Board Meetings and Trustee Participation – Boards need to follow open meeting laws but do not need to have a public comment period. As continuing education trustees should review the Library Trustee Essentials periodically. Boards can invite staff to make presentations to keep apprised of library operations. The MCPL Board may wish to match the county board proposed rule that requires any discussion be directed toward agenda items.
- Essential #13 – Library Advocacy – The trustees should have conversations to decide what they are advocating for as a group.
- April Trustee Essentials # 5, 6 & 19 - Sharon Hunter

Service Highlight: ASPEN Discovery – Rachel Metzler, WVLS

- The new ASPEN Discovery catalog provides individual libraries with the chance to custom tailor their site.
- The goal of the new catalog system is to help individuals find the items that they are looking for with better search tools. This includes consolidated searches, better series searches and search query corrections.
- The system provides recommendations for patrons based on their selections.
- ASPEN provides patrons with the ability to check out e-books on the website and then have access to them on Libby.
- Additional movie covers are available, making it more visibly appealing for patrons on the website.

- Libraries are able to use placards to connect patrons to events and resources that may be of interest to them.

Announcements – None

Request for Future Agenda Items –None

A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY GARY BEASTROM TO ADJOURN THE MEETING AT 1:06 P.M. MOTION CARRIED.


Library Director or Designee



COUNTY OF MARATHON WAUSAU, WISCONSIN

OFFICIAL NOTICE AND AGENDA

**A meeting of the Marathon County Public Library Board of Trustees,
Monday, February 21, 2022 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 Valley Library Service
7. (5 minutes) **COVID-19 Update – For Discussion and Possible Action**
8. (5 minutes) **2021 Annual Report – For Discussion and Possible Action**
9. (5 minutes) **Statement Concerning System Effectiveness – For Discussion and Possible Action**
10. (20 minutes) **Library Trustee Essentials Review – For Discussion and Informational Purposes Only**
 - A. Trustee Essentials 1 & 2
 - B. Trustee Essentials 3 & 10
11. (25 minutes) **Library Service Highlights: – For Discussion and Informational Purposes Only**
 - A. Collection Development Follow Up
 - B. LENA Start
12. **Announcements**
13. **Request for Future Agenda Items**

14. **Next Meeting Dates**
- Monday 03/21/2022
 - Monday 04/18/2022
 - Monday 05/16/2022
 - Monday 06/20/2022
15. **Adjournment**

Signed: 
Library Director or Designee

*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."

EMAILED TO: Wausau Daily Herald, City Pages, and
EMAILED TO: Other Media Groups
EMIALED BY: H. Wilde
EMAILED DATE: February 15, 2022
EMAILED TIME: 11:45 a.m.

NOTICE POSTED AT COURTHOUSE

BY: _____
DATE: _____
TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, February 21, 2022. Library Headquarters, Wausau Community Room.

Present: Sharon Hunter, Gary Beastrom, Jeff Campo, Dino Corvino (remote), Scott Winch, Leah Giordano

Excused: Kari Sweeney, Michelle Van Krey

Others: David Hahn, Alexander Johnson, Kate Sullivan and 6 remote visitors

The meeting was called to order at 12:02p.m. by Sharon Hunter.
Sharon Hunter welcomed visitors to the meeting.

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY JEFF CAMPO TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE JANUARY 18, 2022 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY GARY BEASTROM TO APPROVE THE BILLS & SERVICES REPORT FOR JANUARY 2022. MOTION CARRIED.

Public Comments – None

President - None

Other Board Members –Personnel committee - Sharon Hunter met with Leah Giordano to go over the director goals for 2022. Leah has been assigned a mentor from Brown County. She will be meeting with Dr. Schmelzer on Friday to go over the assessment from the interview process.

Director's Report – Presented in the Board packet and by Director Leah Giordano.

- The end of year account balance transfers will occur in March, after the Finance Department finalizes their year-end numbers.
- At the Wisconsin Library Resource Directors meeting on Friday, several directors stated that they keep large amounts in their rollover funds. Leah is researching this while creating the CIP project funding policy.
- The June Board of Trustees meeting cannot take place at Rothschild as planned because the meeting room is not available. Therefore Leah will try to make arrangements to hold the meeting in Athens and will attempt to have the realtor there to show the board the potential new library space.
- At the county department head meeting there was discussion of the county's class compensation and wage study that will be starting around April. The library is in the process of updating job descriptions in anticipation of this project.
- The county has a contract with SWITS for translation services. This service is available for library use if needed.
- To temporarily fix the city's PAF water problem the county has installed a reverse osmosis water filtration system in the staff area of the library.

Board Committees – None

Friends of the Library – The Friends just had their big quarterly sale and had a profit of \$4371, which included \$590 in membership dues.

MCPL Foundation – The next Foundation meeting is March 10, 2022.

Wisconsin Valley Library Service – The most recent meeting of the WVLS Board was on February 19, 2022. Kari Sweeney will report on this meeting at the next MCPL Board of Trustee meeting.

COVID-19 Update- Dale Grosskurth from the county health department communicated with the library director and shared that the 7 day average is down dramatically in Marathon County from last month. The health department suggested that the Board could consider returning to full occupancy. Currently the library is not planning any youth indoor programs, but is planning outdoor activities for youth as the weather allows and may be planning some indoor activities for adults in the near future.

2021 Annual Report – This year was very similar to past years, with the addition of some COVID statistics.

A MOTION WAS MADE BY GARY BEASTROM; SECONDED BY DINO CORVINO TO ACCEPT THE ANNUAL REPORT AS PRESENTED. MOTION CARRIED.

Statement Concerning System Effectiveness

A MOTION WAS MADE BY SCOTT WINCH; SECONDED BY GARY BEASTROM TO ACCEPT THE STATEMENT CONCERNING SYSTEM EFFECTIVENESS. MOTION CARRIED.

Library Trustee Essentials Review 1 and 2 – discussion led by Scott Winch

- Essential #1 – The Trustee Job Description – Trustees are expected to be prepared for and attend scheduled board meetings. They participate in the funding of the library, the approval of policies and the hiring of the director. MCPL policies can be found on the library website and are added or revised as needed. For example, currently the library policy on service animals is being edited to make sure that it is meeting state guidelines in addition to national guidelines.
- Essential #2 – Who Runs the Library – The board approves the library budgets and expenditures, advocates for the library as needed and promotes a positive relationship with municipalities and the public. The MCPL Board of Trustees has members representing the county board and education.

Library Trustee Essentials Review 3 and 10 discussion led by Gary Beastrom

- Essential #3 – Bylaws – Organizing the Board for Effective Action – The by-laws are the long term rules that the board follows, including things like how the officers are elected, when and where meetings take place and term limits.
- Essential #10 – Developing Essential Library Policies – New policies are created under the supervision of the director by the staff policy and procedure committee. The Board of Trustees then discusses and approves the policies. It is recommended that the policies be reviewed every three years.

Library Service Highlight: Collection Development- Follow Up The library does not put ratings or restrictions on materials. Sometimes publishers add these to their items. MCPL purchases items in the intent of the artist, but does sometimes purchase edited versions when they are requested by patrons.

Library Service Highlight: LENA Start – Corrie Norrbom, Marathon County LENA

- The LENA program partners with organizations like the library to create a successful program.
- The goal of the program is to reduce gaps caused by socioeconomic differences. It has been found that in homes with lower socioeconomic status adults speak less words to children, leading to lower vocabulary at age three which causes lower kindergarten readiness, lower 3rd grade reading levels and lower high school graduation.
- The LENA program helps parents learn to talk more to their children by providing measurements of language interactions, teaching talking tips and explaining the benefits of reading with their children.
- To reduce barriers for families, the program provides free childcare, meals and books.
- So far the program has worked with 278 families.
- During the pandemic many of the sessions were conducted virtually. Due to the success of the virtual program and the ability to reach more families, LENA plans to continue providing some of the sessions virtually.
- Future growth includes adding a LENA Grow program that will be implemented in schools with teachers trained in the program.

Announcements – None

Request for Future Agenda Items – None

A MOTION WAS MADE BY JEFF CAMPO; SECONDED BY GARY BEASTROM TO ADJOURN THE MEETING AT 1:09P.M. MOTION CARRIED.


Library Director or Designee