

Marathon County Public Library

Resource Library Report

September 2022

This includes the *Agenda and Director's Report* for the upcoming September 19, 2022 Marathon County Public Library Board of Trustees meeting.

Also included, are the agenda/minutes from August 2022.



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

**A meeting of the Marathon County Public Library Board of Trustees,
Monday, September 19, 2022 at 12:00 noon
Library Headquarters, Wausau Community Room.**


Persons wishing to attend the meeting by computer or phone may log or call into the **meeting beginning five (5) minutes prior to the start time indicated above using the following website <https://meet.goto.com/719020909> or number [1 877 309 2073](tel:18773092073). Access Code for dialing in: 719-020-909.**

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** *(Anyone addressing the Library Board is asked to do so in a respectful, professional, and courteous manner. The "Public Comments" portion of this meeting is offered as an opportunity for concerned citizens of Marathon County to be heard. The Board, however, is under no obligation to provide this forum. As such, any misuse could result in the removal of these privileges. Any person who wishes to address the Library Board during the "Public Comment" portion of meetings may only provide comment pertaining to an item on the agenda. He or she must sign in or e-mail their name, address, and the topic they wish to present to the Library Personnel Specialist no later than five minutes before the start of the meeting library-administration@mcpl.us)*
- 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. (15 minutes) 2023 Library Budget – For Discussion and Possible Action**
- 8. (15 minutes) WVLS Expectations Quarterly Update – For Discussion and Informational Purposes Only**
- 9. (10 minutes) Trustee Essential 16 – For Discussion and Informational Purposes Only**
- 10. Announcements**
- 11. Request for Future Agenda Items**
- 12. Next Meeting Dates**
 - Monday 10/17/2022
 - Monday 11/21/2022
 - Monday 12/19/2022

13. Adjournment

Signed: 
Library Director or Designee

*All times are approximate and subject to change

*Any person planning to attend this meeting who need special accommodations in order to participate should call the Library Administration Office at 715-261-7213 or e-mail library-administration@mcpl.us one business day before the meeting

EMAILED TO: Wausau Daily Herald, City Pages, and
EMAILED TO: Other Media Groups
EMIALED BY: H. Wilde
EMAILED DATE: September 13, 2022
EMAILED TIME: 11:50 a.m.

NOTICE POSTED AT COURTHOUSE

BY: _____
DATE: _____
TIME: _____

Marathon County Public Library

Director Report

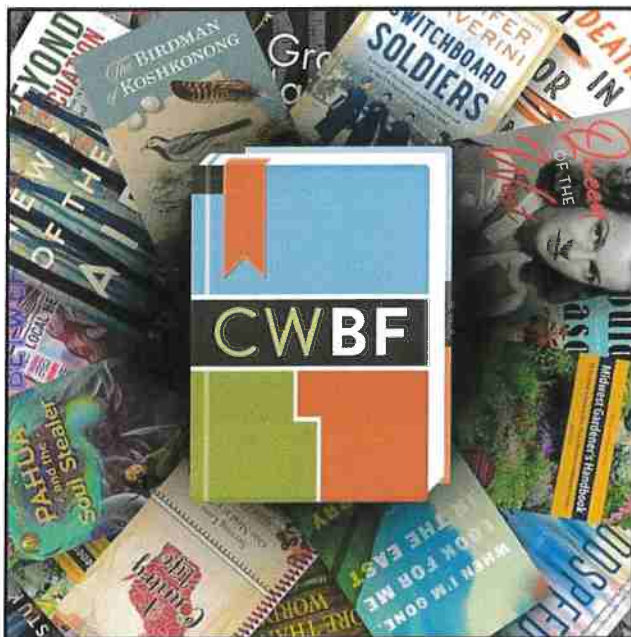
September 2022

2022 Central Wisconsin Book Fest

The sixth-annual Central Wisconsin Book Festival (mcpl.us/cwbf) takes place Sept. 21-25 with events at various locations in Wausau, Stevens Point and Wisconsin Rapids, including the libraries in all three cities.

For the first time in several years, COVID-19 is not our biggest concern, which means more in-person events than we organized in 2020 or 2021 (though we still have several virtual events in 2022.) Joining us this year are some familiar faces from past festivals, such as Jerry Apps and Patricia Skalka, and we also have a number of authors joining us for the first time in our short history, including well-known and acclaimed authors Quan Barry, Nickolas Butler and Jennifer Chiaverini.

As always, we've organized events with more well-known authors and mixed that together with events highlighting authors from around Central Wisconsin – some of whom recently published their first books! Along with author readings will be several writing workshops and we're also working with the Wisconsin Fellowship of Poets on our first-ever Poetry Walk with two dozen poems displayed in storefronts around downtown Wausau throughout September.



Automated Materials Handling System Update

The MCPL Board approved the issuing of the Request for Proposal (RFP) for a new Automated Materials Handler (AMH) at the August 15th meeting. Staff drafted the RFP with guidance from Corporate Counsel and the RFP was published on September 1, 2022. Staff then notified known vendors of the opportunity to provide proposals. Proposals are due on September 30th. Staff will then review all of the proposals and give a recommendation on which one to accept at the October 17th meeting. Proposers will be notified by October 21st of the decision.

Book Challenges

Libraries nationwide are experiencing a notable uptick in censorship attempts that have, in several cases, resulted in proposed book bans.¹ According to a recent article from the American Library Association (ALA) President, "These past two years, ALA has registered the highest numbers of censorship challenges since its Office for Intellectual Freedom (OIF) began tracking them two decades ago."² Often these challenges come in the form of organized efforts to remove materials from a library.³ In some cases, leaders of these efforts disperse lists of books they do not agree with, hoping to flood a library with complaints.⁴ Library staff bear the brunt of these challenges; they are on the front lines responding to questions, listening to patrons, and upholding the ALA Library Bill of Rights and library policies.⁵ MCPL is not immune to book challenges. We depend on the support of our library staff and Board to advocate for freedom of expression in the fulfillment of their responsibility to provide information and enlightenment.⁶ It is more important than ever to show vocal support for the work of public libraries.

'That Day in September' Event Summary

That Day in September: An Air Traffic Controller's Perspective on September 11th was held in Spencer at the Lucille Tack Center for the Arts on August 29th, with a remarkable turnout of over 350 people! Chris Tucker, the guest speaker, did an amazing job describing what he as an air traffic controller was in charge of on that momentous day, as well his feelings when he realized the planes had just crashed. He also spoke of what he went through after those days, and how he dealt with what he saw. Audrey Kohlbeck, Spencer Branch Coordinator, who planned and executed the event describes it in her own words: "Chris told stories that were so intense, and yet told stories that make you smile. I have received so much positive feedback from people who attended."



Library Services

Library Services kept busy this month with a full slate of programs and educational activities for the public. Our Summer Library Program (SLP) wrapped up this month across all MCPL locations. A total of 679 books were given away to 397 kids and teens who participated in the full SLP. A very popular Plant Swap was held throughout the week of August 15 outside the library, and approximately 100 plants were taken and/or given. Grab and go activity kits put together by our creative staff remained popular with all ages. Additionally, several partnerships started and continued in August. We partnered with Children's Wisconsin to provide Play and Learn story time on Wednesdays throughout the fall, sent library staff to the Brown County Public Library to learn and collaborate with peers, and continued collaborating with the Marathon County Historical Society to provide several virtual and in-person events.



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

**A meeting of the Marathon County Public Library Board of Trustees,
Monday, August 15, 2022 at 12:00 noon
Library Headquarters, Wausau Community Room.**

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://meet.goto.com/479066413> or number [1 877 309 2073](tel:18773092073). Access Code for dialing in: 479-066-413.**


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) **Exhibits, Displays, Brochure Racks and Bulletin Boards Policy – For Discussion and Possible Action**
9. (5 minutes) **Purchase Approval – Automated Materials Handling System (AMH) – For Discussion and Possible Action**
- 10.(5 minutes) **WVLS Resource Library Agreement – For Discussion and Possible Action**
- 11.(10 minutes) **Trustee Essentials 14 & 15 – For Discussion and Informational Purposes Only**
- 12.(10 minutes) **Library Service Highlight: Information Technology – For Discussion and Informational Purposes Only**
13. **Announcements**
14. **Request for Future Agenda Items**
15. **Next Meeting Dates**
 - **Monday 09/19/2022**
 - **Monday 10/17/2022**
 - **Monday 11/21/2022**
 - **Monday 12/19/2022**

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: H. Wilde

EMAILED DATE: August 9, 2022

EMAILED TIME: 1:45 p.m.

NOTICE POSTED AT COURTHOUSE

BY: _____

DATE: _____

TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday August 15, 2022.

Present: Sharon Hunter, Gary Gissleman, Reid Rayome, Andrea Sheridan, Kari Sweeney, Michelle VanKrey, Leah Giordano

Absent: Jeff Campo (excused)

Others: Alexander Johnson, Katelyn Sabelko, Heather Wilde, Stephanie Martell, David Hahn, remote visitors: Anne Hamland, Jamie Matczak, Marla Sepnafski, Martha VanPelt and two additional remote visitors

The meeting was called to order at 12:01 p.m. by Sharon Hunter.
Sharon Hunter welcomed visitors to the meeting.

A MOTION WAS MADE BY ANDREA SHERIDAN; SECONDED BY KARI SWEENEY TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE JULY 18, 2022 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY MICHELLE VANKREY SECONDED BY GARY GISSLEMAN TO APPROVE THE BILLS & SERVICES REPORT FOR JULY, 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.

- New office chairs were distributed to staff members in August.
- MCPL staff member, Mary Stachowiak passed away August 13, 2022. She was a 33 year veteran of the library and will be greatly missed by everyone.
- Staff met with a representative of the Mosinee Historical Society to determine ownership of items at the Mosinee branch. These items will be labeled to ensure that there is not a loss of historically significant items in the future.

Board Committees -The MoU Task Force has begun work on the new documents and anticipates meeting before the September Board meeting.

Friends of the Library – The Friends of the Library quarterly sale was August 3-6, 2022 and raised about \$3800.

MCPL Foundation – The next Foundation meeting will be September 8, 2022. Flyers have been created to advertise the need for new Foundation Board members. If approved by the Foundation they will be posted at MCPL locations.

Wisconsin Valley Library Service – WVLS staff shared 2023 plans with the WVLS Board at their August 13, 2022 meeting. Trustee training will take place August 22-26, 2022 and will feature virtual classes at 12pm each day and will be taped for future viewing.

COVID-19 Update – There are no new recommendations at this time. The library will begin indoor public programming in September.

Exhibits, Displays, Brochure Racks and Bulletin Boards Policy – Three previous policies were combined into one policy and updated to match the current needs of the library.

A MOTION WAS MADE BY ANDREA SHERIDAN; SECONDED BY MICHELLE VANKREY TO APPROVE THE REVISED POLICY. MOTION CARRIED.

Purchase Approval – Automated Materials Handling System (AMH) – Alexander Johnson, Support Service Manager and Stephanie Martell, Business Specialist are composing a Request for Proposal (RFP) for a new AMH (also known as a sorter). This purchase will be made from the Library's Positive Fund Balance. The Board discussed moving forward with the RFP and then reviewing the Director's purchase recommendation at a future meeting.

A MOTION WAS MADE BY GARY GISSLEMAN; SECONDED BY KARI SWEENEY TO MOVE FORWARD WITH ISSUING THE RFP FOR A NEW AMH. MOTION CARRIED.

WVLS Resource Library Agreement This agreement will be in place for 2023 and will not impact the Board's upcoming vote determining whether MCPL will stay with the current library system.

A MOTION WAS MADE BY MICHELLE VANKREY; SECONDED BY REID RAYOME TO ACCEPT THE AGREEMENT. MOTION CARRIED.

Library Trustee Essentials: Chapters 14 & 15 – Discussion led by Sharon Hunter

- Essential #14 – The Library Board and the Open Meetings Law – The law requires the posting of meeting agendas and recording of minutes. Closed sessions may occur for a limited number of reasons including personnel-related issues. When in closed session no minutes are taken and motions only occur when back in open session.
- Essential #15 – The Library Board and the Public Records Law – Wisconsin public libraries are subject to the open records law and therefore required to provide records to requestors. This does not include patron records as these are confidential records. Libraries should follow a record retention schedule adopted by their Board.

Library Service Highlight: Information Technology – Alexander Johnson, Support Service Manager

- There are three key entities to MCPL's information technology:
 - CCITC is in charge of items used throughout the county including email, phones, security cameras and internet connections.
 - WVLS coordinates the items used through the library system including the integrated library system (Sierra) and the public access catalog (Aspen).
 - MCPL's IT staff takes care of all MCPL specific items including website management, physical devices, internet access in the building and software.
- Current IT projects
 - Landscape mapping – This will determine what technology is in place, how it works and what is needed for the future.
 - ASAs – The network device upgrade and organization project is creating service security, protecting physical devices and simplifying remote repair.
 - Automated Materials Handler – The current sorter is unreliable and use has gone past the expected use date. Therefore work is being done to purchase a new machine.
 - Server upgrade – The current server is very out of date and is causing issues in multiple areas. IT is working with vendors to upgrade the system.

Announcements None

Request for Future Agenda Items – The possible addition of a monthly budget agenda item was discussed.

A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY ANDREA SHERIDAN TO ADJOURN THE MEETING AT 12:48 P.M. MOTION CARRIED.



Library Director or Designee

Note: These minutes subject to approval at the next Library Board meeting scheduled for September 19, 2022.