

Marathon County Public Library

Resource Library Report

February 2023

This includes the *Agenda and Director's Report* for the upcoming February 20, 2023, Marathon County Public Library Board of Trustees meeting.

Also included, are the agenda/minutes from November, December, and January 2023.



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

**A meeting of the Marathon County Public Library Board of Trustees,
Monday, February 20, 2023, 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/978804693> or number [1 866 899 4679](tel:18668994679). Access Code for dialing in 978-804-693.

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. (10 minutes) **Welcome and Introduction of New Trustees – For Discussion and Informational Purposes Only**
8. (10 minutes) **Committee Appointments – For Discussion and Possible Action**
 - Nominating Committee (2)
 - Building Committee (1)
9. (10 minutes) **Approval of Annual Report for DPI – For Discussion and Possible Action**
10. (5 minutes) **Statement Concerning System Effectiveness – For Discussion and Possible Action**
11. (15 minutes) **Library Service Highlight: Homebound Services – For Discussion and Informational Purposes Only**
12. **Announcements**
13. **Request for Future Agenda Items**
14. **Next Meeting Dates**
 - Monday 03/20/2023
 - Monday 04/17/2023
 - Monday 05/15/2023 – Rothschild Branch
 - Monday 06/19/2023

15. 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
EMAILED BY: H. Wilde
EMAILED DATE: February 14, 2023
EMAILED TIME: 10:45 a.m.

NOTICE POSTED AT COURTHOUSE

BY: _____
DATE: _____
TIME: _____



Marathon County Public Library

Director Report

February 2023

Highlights

Delays in Financial Reports

The County transition to the new Workday system has caused delays in daily, monthly and year end processes. Paying of invoices was delayed as the Finance team learned the system and then provided training to other departments. Additionally there was a delay while the Finance department and Workday staff tried to determine why ACH emails were being sent to suppliers receiving check payments. While invoice payment is running more smoothly now, the Finance Department has not yet made all of the journal entries needed in Cayenta (old system) to represent all 2022 expenses. Therefore the library was not able to use final numbers while doing the annual report for DPI. In the meantime, the annual report was done with the best numbers that we could get from the old system. When these numbers are finalized will determine the method for correcting the report for DPI. The Finance Department has also been unable to provide reports or information on how to create reports in Workday, so at this time, the library is unable to provide 2023 bills and services reports normally provided in the board packets.

Library Services

Library Services had a busy start to 2023! Reference staff met and received a refresher training on our Integrated Library System. The Programming Committee met and continues to work towards the goal of enhancing our program offerings at MCPL. All Library Services staff were trained to use Teller and have been adapting to the new system. Chad met with the Marathon County Historical Society; we are excited to bring more in-person programming back to the library—complete with historical artifacts for the public to admire! Library Services Staff attended the Imagine 2023 Staff Enrichment Day organized by the county. Several members of the team attended the Wisconsin Winter Web Conference and were inspired to incorporate new ideas at MPCL. Tara presented what she learned at the 2022 Wisconsin Library Association Conference to library staff. The Youth Services team began offering age-specific story times that have been very popular; Tales for Tots story time brought in a lot of toddlers ready to move, while brand-new babies and new moms enjoyed the Bouncing Babies lap-sit story time. Caregivers and kids enjoyed stories, rhymes, and songs at these family-friendly events. Youth Services partnered with 4-H to provide a healthy eating program that was a definite highlight this month; the event included a trip to the Wausau Winter Farmer's Market and was very well

attended. We look forward to partnering with 4-H for more programs later this year! The Youth Services team met with other community members and organizations regarding partnerships for future programs and started to plan for the annual Summer Library Program. Other outreach efforts by Library Services staff include a presentation for the Wausau Golden Kiwanis group and providing a job shadowing opportunity for a young person involved with G.O.A.L.S, an agency that serves individuals with disabilities.

Branches

Grab and Go craft kits continue to be popular at all locations. In January, we handed out numerous shattering boomerang craft kits for kids and thimble bouquet pendant craft kits for adults. Creative book displays were featured at all locations including ones like "What would Mr. Dewey recommend for your new year's resolution?" (self-help), "Take me to your reader" (adult science fiction), and "Go back in time with a good book" (historical fiction).

Story time was also held at many branches. In January, some of our locations transitioned from a bi-monthly story time to a weekly story time. We hope to welcome more friends to story time as the year continues.

The Marathon, Athens, and Stratford branches hosted Jeffrey Kersten, agency liaison with Wisconsin's Bureau of Consumer Protection, who discussed the details of common scams, the warning signs of a scam, and what to do if you or someone you know falls victim to a scam or fraud.

The Rothschild Branch hosted a program presented by the Marathon County Health Department called "The Unwanted Houseguest: Learn More about Radon."

Cribbage at the Library was a huge hit in Spencer this month. 13 people attended, 6 of whom were new to the group. Everyone had a great time!

State and federal tax forms are starting to arrive and are available at all locations.

Branch staff completed many collection maintenance tasks. We weeded various collections and also removed the 2021 DVD stickers and pulled and sent in the 2021 magazines. We also started the 2023 inventory process and continued to work on the spine label replacement and disc cleaning projects.

Staff from all locations attended Imagine 2023, the county-wide staff enrichment day on the 16th. It was wonderful to spend time with our coworkers, meet new people, and learn new things. Also, the bi-monthly branch coordinator meeting was held on 1/20.

Library Services Statistics & Activities

News

- Library Services staff attended Marathon County's Imagine 2023
- Library Services staff attended Teller training and began to use the new Teller system



**COUNTY OF MARATHON
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Monday, January 23, 2023, 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/654336773> or number **1 877 309 2073**. Access Code for dialing in 654-336-773.**

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. (10 minutes) Election of Library Board Officers – For Discussion and Possible Action**
 - President
 - Vice President
- 8. (10 minutes) Action on Marathon County Public Library's Membership in Wisconsin Valley Library System (WVLS) – For Discussion and Possible Action**
- 9. (15 minutes) Library Service Highlight: Community Outreach Officer – For Discussion and Informational Purposes Only.**
- 10. MOTION TO GO INTO CLOSED SESSION (roll call vote suggested)**
 - A. Pursuant to §§ 19.85(1) (g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, to wit: discussion with outside counsel relative to cause of action related to library operations and funding.
- 11. MOTION TO RETURN TO OPEN SESSION (roll call vote not suggested)**
 - A. Announcements and/or Action Regarding Closed Session Discussions

12. **Announcements**
13. **Request for Future Agenda Items**
14. **Next Meeting Dates**
 • Monday 02/20/2023
 • Monday 03/20/2023
 • Monday 04/17/2023
 • Monday 05/15/2023 – Rothschild Branch
15. **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
EMAILED BY: H. Wilde
EMAILED DATE: January 17, 2023
EMAILED TIME: 9:30 a.m.

NOTICE POSTED AT COURTHOUSE

BY: _____
DATE: _____
TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday January 23, 2023.

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

Others: Alexander Johnson, Katelyn Sabelko, Heather Wilde, Stephanie Martell, David Hahn, Marla Sepnafski, Katie Zimmerman, Rachel Metzler, Brenda Walenton and eight additional visitors. Remote visitors: Anne Hamland, Jamie Matczak, and four additional remote visitors

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 GARY GISSELMAN; SECONDED BY KARI SWEENEY TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE DECEMBER 19, 2023 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY REID RAYOME; SECONDED BY MICHELLE VANKREY TO APPROVE THE BILLS & SERVICES REPORT FOR DECEMBER, 2023. MOTION CARRIED.

Public Comments – None

President – None

Other Board Members – None

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

- MCPL is purging unused accounts in an effort to keep more accurate records. Records that are currently being purged are those with fines under \$5 that have not been active for at least ten years.
- With the recent security breach, MCPL is using the opportunity to rebuild the website and new things are being added.
- With decreasing temperatures, incidents at the library have increased. The police department is increasing visits to the library in an effort to curb these issues.
- The Director attended the most recent SRLAAW meeting where the upcoming Library Legislative Day was discussed. This will be an opportunity to share the value of libraries with state legislatures. MCPL's Library Service Manager will be attending this year.
- On January 16th the county hosted IMAGINE 2023, a county-wide all staff day with sessions on topics including finding happiness and safety awareness.

Board Committees – None

Friends of the Library – The Friends will have their annual meeting on Saturday, January 28th and will host a guest speaker in addition to regular business.

MCPL Foundation – None

Wisconsin Valley Library Service –WVLS is encouraging libraries to participate in Library Legislative Day on February 7th and will have their next meeting in February.

Election of Library Board Officers- President and Vice President

A MOTION WAS MADE BY SHARON HUNTER; SECONDED BY MICHELLE VANKREY TO NOMINATE KARI SWEENEY AS PRESIDENT. MOTION CARRIED.

A MOTION WAS MADE BY SHARON HUNTER; SECONDED BY MICHELLE VANKREY TO NOMINATE REID RAYOME AS VICE PRESIDENT. MOTION CARRIED.

Marathon County Public Library's Membership in Wisconsin Valley Library System

A MOTION WAS MADE BY MICHELLE VANKREY; SECONDED BY SHARON HUNTER THAT MCPL REMAINS WITH WVLS. MOTION CARRIED.

Library Service Highlight: Community Outreach Officer for Wausau – Tracey Rieger

- The Community Outreach Officer is available in varying locations on varying days throughout Wausau. On Mondays from 9am-11am and Thursdays from 1pm-3pm, she is available at the library.
- The officer works with individuals on their personal needs whether it is finding housing, filling out applications, shopping or filling other needs.
- While progress can appear slow, it is being made. Since September 1st, the Community Outreach Officer has helped house 16 people.

A MOTION WAS MADE BY ANDREA SHERIDAN SECONDED BY KARI SWEENEY TO CONVENE IN CLOSED SESSION. MOTION CARRIED.

A. Pursuant to §§ 19.85(1) (c) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or likely to become involved, to wit: discussion with outside counsel relative to cause of action related to library operations and funding.

B. Roll call vote:

Kari Sweeney	yes
Gary Gisselman	yes
Reid Rayome	yes
Andrea Sheridan	yes
Michelle VanKrey	yes
Sharon Hunter	yes

A MOTION WAS MADE BY MICHELLE VANKREY SECONDED BY GARY GISSELMAN TO RETURN TO OPEN SESSION. MOTION CARRIED.

Announcement and/or Action Regarding Closed Session Discussions –

A MOTION WAS MADE BY REID RAYOME; SECONDED BY KARI SWEENEY THAT AS THE ONLY ACTION TO BE TAKEN BY THIS BODY ON THIS ISSUE, AT THIS TIME, THAT THE MARATHON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES PROVIDE COPIES OF THE REPORT OF OUTSIDE COUNSEL DATED JANUARY 23, 2023 TO COUNTY ADMINISTRATOR LEONARD, CORPORATION COUNSEL PUERNER AND THE MEMBERS OF THE MARATHON COUNTY BOARD OF SUPERVISORS BY EMAIL UPON ITS FINALIZATION. MOTION CARRIED.

Announcements - The Library Director will conduct orientation with the new Library Board Trustees.

Request for Future Agenda Items - None

A MOTION WAS MADE BY MICHELLE VANKREY; SECONDED BY SHARON HUNTER TO ADJOURN THE MEETING AT 1:54 P.M. MOTION CARRIED.


Library Director or Designee

Note: These minutes subject to approval at the next Library Board meeting scheduled for February 20, 2023.



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

**A meeting of the Marathon County Public Library Board of Trustees,
Monday, December 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/996942597> or number [1 877 309 2073](tel:18773092073). Access Code for dialing in 996-942-597.**

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) **WVLS Expectations Final Summary – For Discussion and Informational Purposes Only**
8. (10 minutes) **Revisit System Expectations – For Discussion and Possible Action**
9. (15 minutes) **Collection Development Policy Update – For Discussion and Possible Action**
10. **MOTION TO GO INTO CLOSED SESSION FOR TWO PURPOSES (roll call vote suggested)**
 - A. Pursuant to §§ 19.85(1) (c) for the purpose of conducting a performance evaluation of the Director.
 - B. Pursuant to §§ 19.85(1) (g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, to wit: discussion of retention of outside counsel.
11. **MOTION TO RETURN TO OPEN SESSION (roll call vote not suggested)**
Announcements and/or Action Regarding Closed Session Discussions

12. Announcements
13. Request for Future Agenda Items
14. Next Meeting Dates
 - Monday 01/23/2023
 - Monday 02/20/2023
 - Monday 03/20/2023
 - Monday 04/17/2023
15. Adjournment

Signed: 
Library Director or Designee

*All times are approximate and subject to change

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EMAILED TO: Wausau Daily Herald, City Pages, and
EMAILED TO: Other Media Groups
EMIALED BY: H. Wilde
EMAILED DATE: December 13, 2022
EMAILED TIME: 1:50 p.m.

NOTICE POSTED AT COURTHOUSE

BY: _____
DATE: _____
TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, December 19, 2022.

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

Absent: Jeff Campo

Others: Alexander Johnson, Katelyn Sabelko, Heather Wilde, Stephanie Martell, David Hahn, Marla Sepnafski, Jamie Matczak, Rachel Metzler, Katie Zimmerman, Brenda Walenton, Susie Hafemeister and seven additional visitors in person; two remote visitors

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 MICHELLE VANKREY TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE NOVEMBER 21, 2022 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY MICHELLE VANKREY; SECONDED BY REID RAYOME TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE NOVEMBER 28, 2022 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY MICHELLE VANKREY SECONDED BY KARI SWEENEY TO APPROVE THE BILLS & SERVICES REPORT FOR NOVEMBER, 2022. MOTION CARRIED.

Public Comments – Members of the public shared comments.

President – None

Other Board Members – None

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

- The director asked Corporate Counsel to share advice on a sample RFP to be used while drafting an RFP for a library strategic plan.
- The Health Department contacted the director about distributing COVID tests at the library. Staff will create a plan for safely distributing the free tests to community members requesting them at the library, whether it is at the main desk, drive thru or curbside.
- The library's website had a potential security breach and staff is working on a solution. The host company, GoDaddy, has been unable to find the cause of the problem.

Currently the website is down and patrons are rerouted to a link so they can access the catalog.

- The new Workday software was expected to go live December 19, 2022, but library staff have not yet received log-ins. The County should be providing this information soon.

Board Committees – None

Friends of the Library – The Friends met on November 28th and approved the funding of the 2023 programming budget.

MCPL Foundation – The Foundation met on December 7th at the library and toured the facility including the third floor.

Wisconsin Valley Library Service –None

WVLS Expectations Final Summary – Marla Sepnaski, Director of WVLS and Jamie Matczak, WVLS Continuing Education Consultant presented the WVLS fourth quarter report, highlighting four areas from the expectation list:

- **MCPL's participation in sub-committees** - MCPL is represented on the 10 person committee, Northern Wisconsin ILS Consortium Evaluation (NICE) which is determining the value and feasibility of merging the data of Northern Waters and WVLS Integrated Library Systems. The goal is to increase ILS administrative support and improve service to patrons.
- **Increased professional development and education-** WVLS planned the MCPL staff day, created training videos, provided scholarships and sponsored workshops.
- **Bi-annual review of ILS** – The V-CAT/ILS Evaluation and Review Committee has narrowed the selection to three products for demonstration. All staff members that use Sierra were given the opportunity to attend the demonstrations for Carl, Koha by Bywater and Innovation's Sierra. The demonstrations were taped for future viewing.
- **Cost/Benefit Analysis of WVLS to MCPL** – Referring to Appendix E of the WVLS report, an overview of the minimal quantifiable use of services was shared. This included a description of the fees paid to WVLS by MCPL (\$96,309 in 2022) and the quantifiable services provided by WVLS to MCPL (\$349,434 in 2022). Services included planning and support for MCPL's staff development day, scholarships, support for the Summer Learning Program and collection support.

Revisit System Expectations - The Board of Trustees discussed the motion to move to South Central that was tabled in December 2022. Addressing this motion will be added to the January 2023 agenda.

Collection Development Policy Update – The Board of Trustees discussed adding a paragraph from LaCrosse Library's policy to MCPL's existing policy.

A MOTION WAS MADE BY MICHELLE VANKREY SECONDED BY ANDREA SHERIDAN TO APPROVE THE COLLECTION POLICY AS IS.

AN AMMENDMENT WAS PROPOSED BY SHARON HUNTER AND SECONDED BY MICHELLE VANKREY TO ADD THE FOLLOWING WORDING TO THE POLICY:

- **PARENTS AND/OR GUARDIANS OF CHILDREN UNDER THE AGE OF 18 HAVE PRIMARY RESPONSIBILITY OVER DETERMINING THE APPROPRIATENESS OF ANY GIVEN MATERIAL. NOT ALL MATERIALS WITHIN THE LIBRARY CAN BE CONSIDERED AGE-APPROPRIATE FOR ALL USERS. THE LIBRARY WILL NOT BE RESPONSIBLE FOR DETERMINING THE APPROPRIATENESS OF ANY MATERIAL A CHILD WITH THEIR OWN LIBRARY CARD CHOOSES TO VIEW OR CHECK OUT, AND DOES NOT ADAPT SELECTION BASED ON POTENTIAL ACCESS TO ALL MATERIALS.**

AMMENDMENT APPROVED.

A MOTION WAS MADE BY MICHELLE VANKREY; SECONDED BY KARI SWEENEY TO ACCEPT THE ORIGINAL MOTION WITH THE AMMENDMENT. MOTION CARRIED.

A MOTION WAS MADE BY SHARON HUNTER; SECONDED BY MICHELLE VANKREY TO CONVENE IN CLOSED SESSION. MOTION CARRIED.

- A. Pursuant to §§ 19.85(1) (c) for the purpose of conducting a performance evaluation of the Director.
- B. Roll call vote:
- | | |
|------------------|-------------|
| Michelle VanKrey | yes |
| Andrea Sheridan | yes |
| Reid Rayome | yes |
| Gary Gisselman | yes |
| Kari Sweeney | yes |
| Sharon Hunter | yes |
| Jeff Campo | not present |

A MOTION WAS MADE BY ANDREA SHERIDAN; SECONDED BY MICHELLE VANKREY TO RETURN TO OPEN SESSION. MOTION CARRIED.

Announcement - President Sharon Hunter thanked Director Leah Giordano for guidance through the year.

A MOTION WAS MADE BY ANDREA SHERIDAN; SECONDED BY MICHELLE VANKREY TO APPROVE THE PERSONNEL EVALUATION AS PRESENTED. MOTION CARRIED

A MOTION WAS MADE BY SHARON HUNTER; SECONDED BY KARI SWEENEY TO CONVENE IN CLOSED SESSION. MOTION CARRIED.

A. Pursuant to §§ 19.85(1) (g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, to wit: discussion of retention of outside counsel.

B. Roll call vote:

Michelle VanKrey	yes
Andrea Sheridan	yes
Reid Rayome	yes
Gary Gisselman	yes
Kari Sweeney	yes
Sharon Hunter	yes
Jeff Campo	not present

A MOTION WAS MADE BY MICHELLE VANKREY; SECONDED BY ANDREA SHERIDAN TO RETURN TO OPEN SESSION. MOTION CARRIED.

Announcement from Closed Session – This Board has agreed to retain outside legal counsel for the purposes discussed in closed session.

Announcements Michelle VanKrey shared that she has enjoyed her time on the Library Board of Trustees. Sharon Hunter shared that she will stay on as a trustee until a replacement is appointed.

Request for Future Agenda Items – Nominations for President will be shared at the next meeting.

A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY ANDREA SHERIDAN TO ADJOURN THE MEETING AT 1:29 P.M. MOTION CARRIED.


Library Director or Designee

Note: These minutes subject to approval at the next Library Board meeting scheduled for January 23, 2023.



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

**A meeting of the Marathon County Public Library Board of Trustees,
Monday, November 28, 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/789687477> or number [1 877 309 2073](tel:18773092073). Access Code for dialing in: 789-687-477.**

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AGENDA

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4. (10 minutes) **Legal Definitions and Statute Explanations Pertaining to Library Books – For Discussion and Informational Purposes Only.**
5. (15 minutes) **Book Challenge Appeal for *Making a Baby* by Rachel Greener – For Discussion and Possible Action**
6. (15 minutes) **Book Challenge Appeal for *You be You! The Kids Guide to Gender, Sexuality and Family* by Jonathan Branfman – For Discussion and Possible Action**
7. (20 minutes) **Review of Collection Development Policy – For Discussion and Possible Action**
8. **Announcements**
9. **Request for Future Agenda Items**
10. **Next Meeting Dates**
 - Monday 12/19/2022
 - Monday 01/23/2023
 - Monday 02/20/2023
 - Monday 03/20/2023
11. **Adjournment**

Signed: _____

Library Director or Designee

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EMAILED TO: Wausau Daily Herald, City Pages, and

EMAILED TO: Other Media Groups

EMIALED BY: H. Wilde

EMAILED DATE: November 22, 2022

EMAILED TIME: 11:05 a.m.

NOTICE POSTED AT COURTHOUSE

BY: _____

DATE: _____

TIME: _____

Special Meeting of the Marathon County Public Library Board of Trustees, Monday November 28, 2022.

Present: Sharon Hunter, Gary Gisselman, Reid Rayome, Andrea Sheridan, Kari Sweeney, Michelle Van Krey, Leah Giordano

Absent: Jeff Campo (Excused)

Others: Alexander Johnson, Katelyn Sabelko, Heather Wilde, Stephanie Martell, David Hahn, Mike Puerner and 36 additional guests, remote visitors: Anne Hamland, Marla Sepnafski, Jamie Matczak and fourteen additional remote visitors

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

Public Comments - Members of the public shared comments.

Legal Definitions and Statute Explanations Pertaining to Library Books - presented by Corporation Counsel Mike Puerner

- Corporation Counsel explained the following laws and policies and how they may relate to the Library board of Trustees discussion of agenda items.
 - Wisconsin State Statutes 43.58(1) and 43.58(4)
 - MCPL Collection Development policy and Selection Standards
 - Wisconsin State Statutes 948.10, 948.11 and 948.12
 - 18 USC 2251 and 2252
 - Marathon County Code 9.42

Book Challenge Appeal for *Making a Baby* by Rachel Greener - Board discussion on the materials presented in the board packet about the book challenge appeal. Trustee Rayome provided Trustees with an additional letter from Marathon county medical professionals confirming their belief that the books “contain accurate medical information” and “have scientific and educational value for children”.

A MOTION WAS MADE BY REID RAYOME; SECONDED BY KARI SWEENEY TO ADOPT THE RECOMMENDATION OF THE REVIEW COMMITTEE, IN THIS INSTANCE, RELEVANT TO THE BOOK *MAKING A BABY* BY RACHEL GREENER. MOTION CARRIED.

Book Challenge Appeal for *You be You! The Kids Guide to Gender, Sexuality and Family* by Jonathan Branfman – Board discussion on the materials presented in the board packet about the book challenge appeal.

A MOTION WAS MADE BY MICHELLE VAN KREY SECONDED BY ANDREA SHERIDAN TO ACCEPT THE APPEAL COMMITTEES DECISION TO HAVE *YOU BE YOU! THE KIDS GUIDE TO GENDER,*

SEXUALITY AND FAMILY BY JONATHAN BRANFMAN REMAIN IN THE COLLECTION, IN THE CHILDREN'S SECTION. MOTION CARRIED.

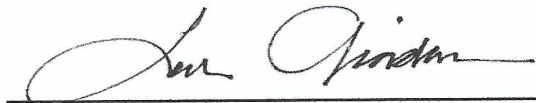
Review of Collection Development Policy - Board discussed the value of reviewing the policy on collection development that was last reviewed in 2013. Discussion included different methods to review the policy.

A MOTION WAS MADE BY GARY GISSELMAN; SECONDED BY MICHELLE VAN KREY TO PUT THIS ON THE DECEMBER AGENDA WITH PROS AND CONS OF DIFFERENT TYPES OF WAYS TO ORGANIZE LOOKING AT THE COLLECTION DEVELOPMENT POLICY. MOTION CARRIED.

Announcements - None

Request for Future Agenda Items - None

A MOTION WAS MADE BY MICHELLE VAN KREY; SECONDED BY KARI SWEENEY TO ADJOURN THE MEETING AT 1:00 P.M. MOTION CARRIED.

A handwritten signature in black ink, appearing to read "L. Jordan", is written over a horizontal line.

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, November 21, 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/193271997> or number [1 866 899 4679](tel:18668994679). Access Code for dialing in: 193-271-997.**

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. **MOTION TO GO INTO CLOSED SESSION (roll call vote suggested)**
 - A. Pursuant to §§ 19.85(1) (e) for the purpose of conducting other specified public business, whenever competitive or bargaining reasons require a closed session, to wit: procurement process for book sorter.
7. **MOTION TO RETURN TO OPEN SESSION (roll call vote not suggested)**
 - A. Announcements and/or Action Regarding Closed Session Discussion
8. **MOTION TO GO INTO CLOSED SESSION (roll call vote suggested)**
 - A. Pursuant to §§ 19.85(1) (g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, to wit: discussion of retention of outside counsel.
9. **MOTION TO RETURN TO OPEN SESSION (roll call vote not suggested)**
 - A. Announcements and/or Action Regarding Closed Session Discussion
- 10.(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

11. (5 minutes) **2023 MCPL Holiday Closures – For Discussion and Possible Action**
12. (10 minutes) **System Expectations Review – For Discussion and Informational Purposes Only**
13. (15 minutes) **Trustee Essential 20 & 21– For Discussion and Informational Purposes Only**
14. **Announcements**
15. **Request for Future Agenda Items**
16. **Next Meeting Dates**
 - Monday 11/28/2022
 - Monday 12/19/2022
 - Monday 01/23/2023
 - Monday 02/20/2023
 - Monday 03/20/2023
17. **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: November 15, 2022
EMAILED TIME: 10:30 a.m.

NOTICE POSTED AT COURTHOUSE

BY: _____
DATE: _____
TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday November 21, 2022.

Present: Sharon Hunter, Jeff Campo, Gary Gisselman, Reid Rayome, Andrea Sheridan, Kari Sweeney, Michelle Van Krey, Leah Giordano

Others: Alexander Johnson, Katelyn Sabelko, Heather Wilde, Stephanie Martell, David Hahn, Mike Puerner and three additional guests, remote visitors: Marla Sepnafski, Jamie Matczak, Dan Richter and five additional remote visitors

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 ANDREA SHERIDAN; SECONDED BY MICHELLE VAN KREY TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE OCTOBER 17, 2022 MEETING. MOTION CARRIED.

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

Public Comments - None

A MOTION WAS MADE BY SHARON HUNTER; SECONDED BY MICHELLE VAN KREY TO CONVENE IN CLOSED SESSION. MOTION CARRIED.

A. Pursuant to §§ 19.85(1)(e) for the purpose of conducting other specified public business, whenever competitive or bargaining reasons require a closed session, to wit: procurement process for book sorter.

B. Roll call vote to go convene in closed session:

Michelle Van Krey	yes
Andrea Sheridan	yes
Jeff Campo	yes
Reid Rayome	yes
Gary Gisselman	yes
Kari Sweeney	yes
Sharon Hunter	yes

A MOTION WAS MADE BY GARY GISSELMAN; SECONDED BY ANDREA SHERIDAN TO RETURN TO OPEN SESSION. MOTION CARRIED.

A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY ANDREA SHERIDAN TO APPROVE THE PURCHASE OF THE SORTER FOR \$109,404.50 FROM ENVISIONWARE, USING CIP FUNDS. MOTION CARRIED.

A MOTION WAS MADE BY SHARON HUNTER; SECONDED BY MICHELLE VAN KREY TO CONVENE IN CLOSED SESSION. MOTION CARRIED.

A. Pursuant to §§ 19.85(1)(g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, to wit: discussion of retention of outside counsel.

B. Roll call vote to convene in closed session:

Michelle Van Krey	yes
Andrea Sheridan	yes
Jeff Campo	yes
Reid Rayome	yes
Gary Gisselman	yes
Kari Sweeney	yes
Sharon Hunter	yes

A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY MICHELLE VAN KREY TO RETURN TO OPEN SESSION. MOTION CARRIED.

A MOTION WAS MADE BY MICHELLE VAN KREY; SECONDED BY KARI SWEENEY TO DIRECT CORPORATION COUNSEL TO SOLICIT QUOTES FOR OUTSIDE COUNSEL REGARDING THE TOPICS DISCUSSED IN CLOSED SESSION. MOTION CARRIED.

President – The Personnel Committee will meet with the director for an annual performance review and share the plan with the full Board.

Other Board Members – None

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

- The Community Outreach Specialist hired by the Wausau Police Department has begun office hours in the library twice a week to help community members find the resources they need.
- The MoU Task Force is currently waiting for the County to review the MoUs.

Board Committees – (See Library Director's Report for the Task Force update)

Friends of the Library – The last monthly sale held by the Friends had a profit of about \$400. The quarterly sale earlier in November was highly profitable with proceeds of \$4466. The next meeting of the Friends is Monday, November 28th. At this meeting the 2023 Programming Budget request will be presented.

MCPL Foundation – The next meeting of the Foundation will be in December at the library. Foundation Board members will tour the library to see the new furnishings and the third floor.

Wisconsin Valley Library Service – The WVLS Board met on November 19th and discussed the evaluation of ILS systems currently in progress. February 7, 2023 is Library Legislation Day and members of the WVLS Board will attend. MCPL Board members are also welcome to attend. Arrowhead and Lakeshores Public Library Systems joined to form the Prairie Lakes Library System.

2023 MCPL Holiday Closures – The County is adding two additional holidays in 2023, Presidents Day and Good Friday. The library is open on these days and will therefore have an additional two floating holidays. These changes do not affect the calendar presented to the Board.

A MOTION WAS MADE BY ANDREA SHERIDAN; SECONDED BY MICHELLE VAN KREY TO APPROVE THE SCHEDULE AS PRESENTED. MOTION CARRIED.

System Expectations Review – WVLS has provided a packet with information on how expectations of the MCPL Board of Trustees are being met. The Board will vote next month on whether to stay with WVLS as a system or follow the Task Force's 2021 recommendation to leave WVLS.

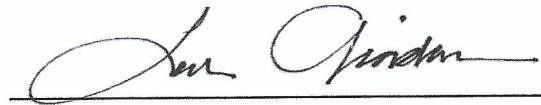
Library Trustee Essentials: Chapters 20 & 21 – Discussion led by Andrea Sheridan

- Essential #20 – The Library Board and Building Accessibility – The Board has the responsibility to ensure that all library facilities and policies are in compliance with all laws including the American Disability Act (ADA). Laws require that the library has equal employment opportunities for individuals with disabilities and that the library does not discriminate against individuals when providing services. An ADA Accessibility Plan should be created that evaluates potential problems, specifies modifications needed, sets a timeline for problems to be addressed and regulates updates on a regular basis. Areas inside and outside of the library building should be evaluated while making the plan.
- Essential #21- The Library Board and Accessible Services – The library must create a space that all community members feel welcome and are able to access services provided by the library. This may require accommodations for those experiencing mobility issues, language barriers, limited literacy, homelessness or other issues.

Announcements - None

Request for Future Agenda Items - None

A MOTION WAS MADE BY JEFF CAMPO; SECONDED BY GARY GISSELMAN TO ADJOURN THE MEETING AT 1:15. MOTION CARRIED.

A handwritten signature in black ink, appearing to read "L. Jordan", is written over a horizontal line.

Library Director or Designee