

Sauk County Library Board
Agenda
January 26, 2021
3:30 p.m.

Due to the COVID-19 Health emergency this meeting will be conducted virtually or by phone. Members of the public can access this meeting by either of the options listed below.

Video: <https://bluejeans.com/1123015419> Meeting ID 112 301 541 9

Phone: (312) 216-0325 Meeting ID 112 301 541 9 #

1. Call to order and verification of compliance with the open meetings law
2. Welcome New Member, Mary Boda
3. Adoption of Agenda
4. Approval of the minutes of the November 17, 2020 meeting
5. SCLS report - Marty Van Pelt, SCLS Director
6. Librarians' reports - Directors in attendance
7. Election of officers
8. Review annual calendar of tasks
9. Review of County Library Board Bylaws
10. Adjournment.

Posted 1/18/2021 smk

Sauk County Library Board Minutes

November 17, 2020 via zoom

Board Members Present: Joan Fordham, Peggy Heidenreich, Barbara Morford, Rob Nelson, Linda Kettner and Carlyne Kotchi-Aslaksen

Others Present: Jessica Bergin (BAR), Lily Friedrich (LAV), Raina Roloff (NOF), Nicholas Studnicka (PLA), Lauren White (PDS), Sue Ann Kucher (REE), Katie Schofield (RKS), Emily JUDD (SKC), Lisa Thomas (SGR), Cathy Borck (WID), Martha van Pelt, SCLS

Fordham called the meeting to order at 9:00 and verified compliance with open meetings law.

Morford moved and Kettner seconded to accept the agenda. Motion passed.

Heidenreich moved to accept minutes and Kettner seconded to accept the May minutes as corrected (re the furniture move in the Sauk City library report) . Passed by unanimous vote.

Budget discussion. Sue Ann reviewed the successful progress of the budget through the County Board's process. It passed without changes for the full amount. The sole decision remaining is for distribution of tech money. With the suggestion from Borck the technology funds were allocated equally among the remaining nine libraries. Heidenreich moved, Kotchi-Aslaksen seconded and motion carried by unanimous vote. Nelson cautioned board about the pandemic's effect on circ stats, which will complicate the funding structure for next year. He suggested embracing the "essential business" concept given the role libraries have played.

SCLS Report. Van Pelt reported that many libraries continue to serve with doors closed. Some have reverted to curbside service or by appointment. SCLS website has bounce back page for editing by libraries. There is a live link to what libraries offer, including days of quarantine. Thirty SCLS libraries are now fine free and five more have no fines for juvenile items. Budget considerations are ongoing regarding the use of contingency funds. The Building Needs Assessment group is moving forward, looking at 2023 when the current lease expires. Given the \$30,000 per month rent for the two facilities, a purchase may better serve. It would allow combining both services and delivery components in one space which could be more efficient as well lower costs. The project has been able to advance in spite of Covid and the market is currently very good for buying commercial property.

LIBRARY REPORTS.

Baraboo. Library now open by appointment only for use of computers and copiers. Staff had been run ragged by the demands of service with Covid specs and all the on-line programming. Building project is on track to begin demolition and construction in the spring. The pandemic has complicated the planning process but also prompted the addition of a drive up window, which will help the disabled, moms with little ones as well as those who are ill. The air circulation system has also been upgraded to better control viruses.

LaValle. LAV is temporarily closed due sharing a building with a municipality that does not require masks.

Lily Friedrich was hired in August as the Library Director and has been approved as a permanent employee after a 90-day probation period.
LAV became a fine free library on October 19th.

Lily Friedrich (she/her) Library Director, La Valle Public Library, 103 W Main St, La Valle, WI 53941, (608) 985-7323, Lily@lavallelibrary.org

North Freedom. Open and now fine free. There are board members and the budget is balanced for the first time. Will move to curbside if circumstances require.

Prairie du Sac. Services starting Thursday by appointment only for better control of covid exposure and to have a better control on cleaning after each patron. Doing lots of on line programming, baby songs, story time. Also have Make & Take bags for preschool and elementary age and also one for adults.

Plain. Still open for two patrons at a time. No issue with mask wearing. May need to close at a moment's notice. Some on-line programming continues. The reduction of public visitation has provided a good opportunity for building projects, including updated lighting, enclosing the side room for study area and new furniture.

Reedsburg. Offering regular hours, though with appointment-based services. Staff is very busy. Managed a software switch. Working on a strategic plan with a community survey. Still doing lots of online programming, Make & Take bags and adult book discussion. Making progress tagging books for self check—30% completed.

Rock Springs. Now fine free and ground breaking for the new building was held last Thursday. Hope for completion by May 1st. Working with SCLS on planning the interior. Moved to curbside service yesterday. Applied for several grants. Backed off of some online programs because parents were complaining of screen-time overload. The adult book program has been successful.

Sauk City. We are grateful for full funding from Sauk County, especially after receiving a decrease from the village and having a new building with much higher maintenance expenses.
*We went back to curbside-only on October 26 after several staff members needed to quarantine or get tested.

*We had some programs on the patio until weather turned cold including book club and a bike repair workshop. We're currently doing virtual programs. Book talks for the schools and book club via Zoom. Recorded story times.

*We have a story walk installed in downtown business windows in cooperation with Prairie du Sac. Each downtown has a related story.

*Our craft Take and Make bags for preschoolers and school-age children have been extremely popular. We're planning on adding adult ones soon.

*We're down to a 24- hour quarantine based on DPI recommendations.

*We have a new Library Assistant on staff, who is fluent in Spanish and has experience with outreach to the Hispanic population.

*We're adding an external wi-fi access point to get full coverage to the parking lot. (currently only the first row has coverage.)

Emily Judd, Director, George Culver Community Library, 615 Phillips Blvd
Sauk City, Wisconsin 53583, (608) 643-8346, emily@saukcitylibrary.org

Wisconsin Dells. Still open and doing curbside with bookmobile. Some staff have been affected by covid so there are separation zones for staff. Attendance is modest now. Getting masks has not been a problem so far. Planning a program with PBS host Inga Witscher, around the Farm Kitchen. Have a story walk around building. Hoping not to have to close again.

Spring Green Community Library Report Lisa Renier Thomas November 17, 2020

COVID-19 Response July 6 through October 24 we operated using an “express” model: patrons could come inside the library, but only the circulation desk, new releases shelves, computers, and copier were accessible.

Beginning October 26 we returned to curbside service only, with appointments available for computers and copy services. Library hours are Mondays, Tuesdays, Wednesdays, and Fridays from 11am- 4 PM, Thursdays from 1 - 6 PM, and Saturdays from noon until 2 PM.

Returns are still quarantined four days before processing. We are encouraging patrons to continue utilizing virtual services.

Virtual/Other Programs We continue to host virtual programs including weekly storytimes and monthly “Junior Chefs” cooking programs. Every other week we offer a different Grab-and-Go activity kit (one for children/one for teens adults). The Story Walk® has proven very popular (with pages placed in the windows of downtown Spring Green businesses) and books have been changed out monthly.

We have had some success with a “Librarian’s Choice” materials bundling service.

We have begun calling patrons ages 70 and over in the hopes of easing possible loneliness and isolation. This is a longer-term project but manageable; we have around 420 patrons in this demographic.

Expanded Delivery & Pick Up Service We are working with a local non-profit, River Valley Commons, to provide materials delivery and pick up to those without transportation, with health or mobility issues, or who have difficulty visiting during our temporary hours.

Staffing We have had three instances of staff needing to quarantine due to exposure to individuals with positive tests. No staff have tested positive.

Grants We have received two CARES grants totaling \$8900. We also worked with the Village on a Routes to Recovery grant, which reimburses COVID-related expenses. We will not know until December whether this amount is approved.

Fordham applauded all librarians for their exemplary efforts.

Next year's calendar set as follows:

Jan 26th 3.30 pm

May 25th 3.30 pm

July 13th 9.00 am

Nov 16th 3.30 pm

Welcome to our new members.

Morford expressed thanks everyone for all their good work & farewell, having completed her term.

Minutes submitted, B. Morford November 27th, 2020

Sauk County Library Board – Annual Calendar

Month	Meeting	Board	Resource Library	Librarians	SCLS
Jan/Feb	Board	<ul style="list-style-type: none"> -Election of officers -Review Bylaws -Library Service plan -New member orientation 	<ul style="list-style-type: none"> - Agenda, Docs for meeting -County Library Board Website - Updated Library/Board list - Docs for new member orientation 	-DPI Annual Reports	
Mar/Apr			<ul style="list-style-type: none"> - Performance Output doc for review in May/June -Submit Performance Output & Summary to Sauk County Board 	-Output measures to Resource Library by April 1	
May/June	Board	<ul style="list-style-type: none"> -Review reimbursements to libraries in coming year -Review Output Measures -Planning for budget request -Form budget Subcommittee 	<ul style="list-style-type: none"> - Agenda, Docs for meeting - Performance Output doc 	-Cross-Border Invoicing (by July1)	Cross-Border invoicing
Jul/Aug	Budget Sub. Board	Consider finalization of budget request for Finance Committee consideration	<ul style="list-style-type: none"> - Agenda, Docs for meeting(s) -Request adjacent county reimbursement requests from County Clerk -Update budget spreadsheet -Forward finalized budget request to County Clerk 	-Participation on budget subcommittee as requested by Board	Calculate amount to exempt from county library tax; Send to municipalities in Sauk County
Sep/Oct		<ul style="list-style-type: none"> -Present budget request at County Finance Committee hearing -Advocate for libraries in county budget, if necessary 	<ul style="list-style-type: none"> -Present request at County Finance Committee hearing -Send municipal exemptions to County Clerk office by Oct 31 	-Verify Municipal Resolutions to exempt from County Library Tax completed and sent to County Clerk & Resource Library	
Nov/Dec	Board	<ul style="list-style-type: none"> -Appointment/reappointment of members with expiring terms -Reallocate lines in budget, if necessary, following budget approval in November 	<ul style="list-style-type: none"> - Agenda, Docs for meeting - Send finalized budget to SCLS - Send finalized budget to County Finance Office; coordinate for payment of library reimbursement and cross-border payments 		

Reviewed

Bylaws of the Sauk County Library Board

Article I – Name

This organization shall be called the “Sauk County Library Board,” existing by virtue of the provisions of Chapter 43 of the laws of the State of Wisconsin and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

Article II – Members

Section 1. Members must be residents of Sauk County and are appointed by the Chair of the Sauk County Board of Supervisors with the approval of the Sauk County Board. The Library Board shall consist of seven (7) members, each of whom serve three-year terms. The term of office shall begin in the month of January. As set forth in ss. 43.57 (4) the board shall include at least one school district administrator of a school district located in whole or in part in the county, or that school district administrator's designee, and one or 2 county board supervisors. Board membership should reflect an equitable geographical distribution. In the case of resignation, the County Board Chair, with the approval of the Sauk County Board, shall appoint a new member to fill the unexpired term.

Section 2. The Sauk County Library Board shall recommend prospective members to the Sauk County Board Chair as the need arises.

Section 3. Any member who moves out of the county shall be responsible for notifying the Secretary of the Library Board. Upon receipt of such notification, the position shall be declared vacant. It shall be the duty of the Library Board Chair to notify the County Board Chair of the vacancy, and, by direction of the Library Board, suggest to the County Board Chair the names of persons who may qualify to fill the position.

Section 4. When any trustee fails to attend three consecutive meetings of the Board, the Chair of the Library Board may notify the appointing authority, request the disqualification of the trustee, and suggest other prospective persons qualified to fill the position.

Article III – Officers

Section 1. The officers shall be the Chair, Vice-Chair, and Secretary. All officers shall be elected from among the appointed members at the first Board meeting of the calendar year. Vacancies shall be filled by election at the next regularly scheduled meeting after the vacancy occurs.

Section 2. Officers shall serve a term of one (1) year from the annual meeting at which they are elected and until their successors are duly elected. Elected officers may serve a maximum of three (3) consecutive terms in their respective office.

Section 3. The Chair shall preside at all meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve

as an ex officio voting member of all committees, and generally perform all duties associated with that office.

Section 4. The Vice-Chair shall, in the event of the absence or disability of the Chair, or of a vacancy in that office, shall assume and perform the duties and functions of the Chair.

Section 5. The Secretary shall keep a true and accurate record of all meetings of the Board, submit a copy of the minutes of each Board meeting to the Clerk of Sauk County as well as to a representative of the South Central Library System in a timely manner, preside over meetings in the absence of the Chair and Vice-Chair, and perform other duties generally associated with that office.

Article IV – Duties

Section 1. The Board shall prepare an annual budget for support of County Library services and present it to the Sauk County Board.

Section 2. The Board shall recommend to the Sauk County Board Chair prospective representatives to serve on the South Central Library System Board.

Section 3. The Board shall, in addition, have all the other powers and duties as set forth in ss. 43.57 (5) and (6) and 43.58, Wisconsin Statutes.

Article V – Meetings

Section 1. Regular meetings shall be held four (4) times a year or as deemed necessary by the Chair or as requested by another Board member.

Section 2. The meeting place of the Board shall consist of the participating libraries or a handicap accessible site in the community (Baraboo, LaValle, North Freedom, Plain, Prairie du Sac, Reedsburg, Rock Springs, Sauk City, Spring Green, Wisconsin Dells). Date and meeting time shall be determined by the Board at the previous meeting.

Section 3. The annual meeting shall be held at the time of the first regular meeting of the calendar year.

Section 4. The order of business for regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown whenever possible:

- a. Call to order and verification of compliance with Open Meetings Law
- b. Adoption of agenda
- c. Adoption of minutes
- d. Reports
- e. Unfinished business (itemize)
- f. New business (itemize)
- g. Next meeting and adjournment

Section 5. The presence of four (4) members of the Board constitutes a quorum for the transaction of business.

Section 6. Anyone who wishes to address the Board must notify the Board Chair twenty-four (24) hours prior to the meeting.

Article VI – Committee

Section 1. The Chair shall appoint ad hoc committees of one or more members each for such specific purpose as the business of the Board may require. The committees shall be considered discharged upon completion of the purpose for which they were appointed and after a final report is made to the Board.

Section 2. All committees shall make a progress report to the Board at each meeting.

Section 3. A committee shall have only advisory powers unless, by vote of the Board, it is granted specific power to act.

Article VII – Mileage and Compensation

Section 1. Board members shall be reimbursed for actual mileage to attend Library Board meetings and other meetings authorized by the County Library Board at the current rate approved by the Sauk County Board.

Section 2. Board members shall be compensated on a per diem basis for each Library Board meeting attended at the current rate approved by the Sauk County Board.

Article VIII – General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The Chair may vote upon, and may move, or second a proposal before the Board.

Section 2. The bylaws may be amended by the majority vote of all members of the Board. Discussion of such change will take place at as many meetings as may be necessary. Final vote to ratify the change will be delayed to the subsequent meeting.

Section 3. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand. But such suspension, to be valid, may be taken only at a meeting at which two-thirds (5) of the members of the Board shall be present and two-thirds (4) of those members shall approve.

These bylaws will be in force upon adoption by the Sauk County Library Board on the 12th day of January, 2016.