

Meeting Notes 2/8/2022

Trustees: Stacy DeVoe–President, Susan Anschutz-Vice President, Brandi Schomisch, Beth Southard, Sandra Heiden-Secretary; Library Director-Rachel Hitt

Guests: Kelly and Randy Lerum, Lori Amerson

Welcome and attendance

- **Approval of agenda**
 - Sandy H. made a motion to approve the amended agenda; Brandi S. seconded; motion carried unanimously
- **Approval of regular meeting minutes from 1-4-22**
 - Beth S. made a motion to approve; Brandi S. seconded; motion carried unanimously
- **Approval of closed session minutes from 1-4-22**
 - Brandi S. made a motion to approve the amended agenda; Susan A. seconded; motion carried unanimously
- **Approval of bills and payroll**
 - Stacy D. made a motion; Sandy H. seconded; motion carried unanimously
- **Correspondence**
 - Stacy D. shared a printed copy of an email exchange from 2-7-22

New Business:

- **Director's Report**
 - Presented by Rachel
- **Friends of the Library**
 - Lori A. updated the trustees on Library Legislative Day, and shared a certificate from Gov. Evers.
 - Thank you Lori and Evie Burger for attending
 - Fruit from the fund raiser will be delivered soon
 - Family Fun Night will be on Friday, February 18...hoping to draw families back into the library!
 - Friends is close to starting the volunteer delivery service to patrons who have signed up for the first and third Thursdays of the month
- **COVID-19 – Library Services**
 - Rachel shared the latest statistics for Outagamie County, still critically high
 - Rachel shared that many patrons are asking for the mask mandate to be optional
 - Brandi S. made a motion to remove the mask wearing as required to recommended; Beth S. seconded the motion; motion carried unanimously.

- Discussion on held on capacity as the case burden goes down and the weather gets nicer. Brandi S. made a motion to increase the capacity to 10 patrons for the top three tiers of the chart. Beth S. seconded the motion; motion carried
- **Library Board Meeting Dates – April 2022 and November 2022**
 - Election days make the meeting room unavailable
 - Options are change the date, meet in library, or meet virtually
 - Will be decided at March meeting
- **2021 DPI Annual Report**
 - Sandy H. made a motion that the Outagamie Waupaca Library System has effectively provided leadership and adequately met the needs of the Black Creek Village Library; Susan A. seconded the motion; motion carried unanimously
 - Stacy D. will sign and Rachel will submit
- **OWLS Conference – Library Staff April 22**
 - The board encourages the staff to attend
- **Library Operations – Staffing Levels & Services**
- **Staff Openings – Library Services Clerk and Youth Programming Specialist & Substitute Library Clerk**
 - Discussion on current status and possible solutions
 - Take a break on providing the make and take kits until staffing improves
 - Possible hire to begin on March 1, if pay is increased and days worked decreases
 - Reduce open hours, closing Wednesdays was suggested by Rachel. The board does not want to close a day, but rather reduce hours.
 - Position descriptions
 - Rachel presented options on increasing the starting pay for the youth programs specialist, within the current 2022 approved budget
 - Sandy H. made a motion to increase the starting wage for the Library Youth Programming Specialist at \$14.50 per hour; Beth S. seconded the motion; motion carried unanimously
 - Brandi S. made a motion to increase the starting pay for the Library Services Clerk and Sub Library Clerk to \$12.00 per hour; Beth S. seconded the motion; motion carried unanimously
 - Ideas for recruitment
 - Discussion on where Rachel should post the updated job openings.
- **Library director 2022 Goals**
 - Rachel shared a document of her goals for 2022
 - Discussion on how to make the goals measurable
 - Survey patrons on service satisfaction may be considered in the future
 - Monthly check ins with staff continue
- **Trustee Training – TE 8**

Old Business

Any other business that comes before the board

Set next meeting date and time

Tuesday, March 8, 2021, 6:00 PM in the Library Community Center

All agenda items were completed and the meeting adjourned at 7:35