



Meeting Minutes

Library Board

Tuesday, February 9, 2021

5:00 PM

La Crosse Main Library - Video Conference

Agenda

1. Call to Order

PRESENT:

Sue Anglehart, Katie Bittner, Cat Ellingson, Shelley Hay, Kathy Ivey, Gary Padesky, Araysa Simpson, Keonte Turner (arrived 6:20 p.m.)

ABSENT:

Jodi Ehrenberger

The Chair, Ms. Anglehart, called the meeting to order at 5:05 p.m.

2. Approval of Minutes from Regular Board Meeting

Motion to approve the minutes of January 12, 2021.

(Araysa Simpson / Katie Bittner) Carried

3. Approval of Committee of the Whole Minutes

Motion to approve the Committee of the Whole minutes of February 1, 2021.

(Gary Padesky / Cat Ellingson) Carried

4. Approval of Bills & Financial Reports

The carryover amount is not yet final. Ms. Grant pointed out the budget unemployment amount was not fully utilized so we are under budget. Loretta Kilmer mentioned that when City implemented the new chart of accounts they did not include \$25,000 from carryover in budgeted income so it remains in carryover to be used for another project.

*Motion to approve the bills and financial reports for 13th Month.
(Gary Padesky / Kathy Ivey) Carried*

Loretta noted changes to the 2021 financial format, including new and combined categories. The main categories are now organized to better track where money is spent. She pointed out that they are not alphabetical, but in numerical order by account number.

*Motion to approve the bills and financial reports for January 2021.
(Araysa Simpson / Gary Padesky) Carried*

The 4th quarter Special Trustees Fund report was also provided for Board review.

5. Reports

5.1 Director's Report

5.11 Vacancy Report

Ms. Grant noted that the part-time library assistant position, which was vacated after the reduction in force last year, will be posted soon. In moving towards reopening, this library assistant will be cross trained to work public service desks, but will also focus on patron relations and be available to cover hours that the full-time patron relations person is not scheduled.

5.12 Service Updates

Last month a pre-bagged book sale was held as a fundraiser for Friends of the Library. It was a success with over 400 bags sold on Saturday alone. Between pre-sales, donations and proceeds from the day, Friends made \$3,529, which in turn provides financial support for many library programs. The event was held safely in Main Hall due to the large space and separate entry and exit from the library.

5.13 Facility Updates

No updates, moving forward with capital improvement requests.

5.14 2022-2026 Capital Improvement Budget Process Update

Ms. Grant is finalizing Capital Improvement requests which are due from departments on February 15th. The Board has approved existing requests, and will not need to re-approve them if the timeline changes.

Ms. Grant provided a snapshot of the 5-year plan including South Community Library's remodel in 2023, continuation of the Main Hall project in 2024, North Community Library's boiler replacement in 2025, and Main parking lot and sidewalk project in 2026.

After input from library leadership and discussion at the Committee of the Whole meeting, the second part of the South Community Library project will be delayed from a 2022 request to 2023 and will be reviewed again in the early part of next year. Since Main Hall is being used more now than ever, the timeline of that requested project will move forward to 2022. Solutions on how to address the flooring will be addressed sooner.

5.2 Committee of the Whole Report

5.21 Review / Approval of Grab and Go Services Plan

After discussion at Committee of the Whole and staff input, management has prepared and worked through the plan. Moving forward, there may be issues that require staff to use best judgement. Procedures are in place for staff to call management or patron relations if they are unsure or don't feel comfortable handling a situation. In addition to the patron relations person, managers will be doing rounds, and service points will have walkie talkies if needed. These interactions will also provide opportunities to educate patrons. Having board approval if there are potential patron challenges to these modifications will provide employees with another level of

reassurance in their communications with patrons.

Community health metrics have continued to steadily improve, with increased occupancy guidance being received from the County Health department. The library has improved ventilation as well as an automated occupancy counter so maximum occupancy can be adjusted as metrics change.

Motion to approve modifications to current library services in accordance with the Grab and Go Services Plan as presented with the understanding that services and occupancy will be adjusted in accordance with health and safety recommendations from sources listed in the plan.

(Gary Padesky / Katie Bittner) Carried

5.22 Review / Approval of Main Hall Flooring Project

Earned income for the Gertrude Gordon Fund has an available balance of \$66,178.08 and per the donor's wishes, is utilized for programs and projects that are beneficial or enriching for seniors. This fund was used to help replace the automatic doors on the north entrance of the library in 2007. It also helps with senior programming and events. This fund has a healthy balance and will receive additional earnings this year. As such, these monies can be utilized to install automatic doors at the quoted amount of \$44,000.

The flooring situation in Main Hall is a priority so the space can continue to be used safely year-round. The estimate for \$16,080.89 is for removal of the parquet flooring, preparing the surface, as well as placing the carpeting. The majority of the cost is to remove the flooring and glue. In the event future remodeling requires the carpet to be replaced again, it would be much less expensive. This would be an exciting start to the renovation of Main Hall, investing in these improvements may also spark enthusiasm for potential donors as the project moves forward.

In reviewing available gift funds, the Board Discretionary Projects line has a balance of \$7,762.05 and the Capital Projects line has a balance of \$8,840.94. Together totaling enough to cover the estimated flooring project cost in Main Hall, of \$16,080.89. Instead of requesting Trustee's Funding, Ms. Grant would like to request the use of these available gifts to fund the project and begin as soon as possible.

Motion to approve utilizing available gift funds to fund the Main Hall flooring project including \$7,762.05 from the Board's Discretionary Projects line, and \$8,840.94 from the Capital Projects line.

(Kathy Ivey / Araysa Simpson) Carried

6. Old Business

None.

7. Public Comment / Other

Cat Ellingson announced her resignation and thanked the Board for the amazing experience. The Board and Ms. Grant thanked her for her service and wished her well.

8. Topics for Future Meetings

None.

9. Adjournment

Time: 6:22 p.m.

Motion to adjourn.

(Gary Padesky / Kathy Ivey) Carried