



## Meeting Minutes

### Library Board

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Tuesday, July 6, 2021

5:00 PM

La Crosse Main Library - Main Hall  
(Former Museum)

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#### COMMITTEE OF THE WHOLE

#### Call to Order

*Present:*

*Kathy Ivey, Sue Anglehart, Jodi Ehrenberger, Aaron Engel, Mac Kiel*

*Absent:*

*Katie Bittner, Shelley Hay, Araysa Simpson, Keonte Turner*

**Vice-Chair Kathy Ivey called the meeting to order at 5:02 p.m.**

#### 1. Introduction of Council Representative Mac Kiel

*Ms. Ivey welcomed Mac Kiel, who introduced herself to the Board.*

## 2. Initial Exploration of Future Revisions to Meeting Room Policy

*Meeting rooms will be available for public use in September when indoor in-person programming resumes for all ages. With changes in hours at all three locations and a decrease in available staff, some updates will need to be made to the policy.*

*Ms. Grant noted some key considerations:*

- *In 2019, \$1,700 was budgeted annually as income for meeting room fees.*
- *Contributing factors:*
  - *Competition for library program space*
  - *No charge for non-profits with 501 c 3 status*
  - *Most use in the past was either library programs or non-profit organizations*
- *City leaders have suggested this income could be increased and have also asked the library to consider a higher fee for non-residents, as City does with other public meeting spaces in city facilities.*
- *Recent updates have made Main Hall useable all year round as the library's primary programming space.*

*Ms. Grant provided a comparison between several libraries similar in size, and also shared past decisions and updates to the meeting room policy.*

*In 2018, 386 reservations were made, of those only 42 were groups that paid. In 2019, 615 reservations were made, with only 44 groups that paid.*

*A discussion followed. It was noted that the primary focus of meeting rooms is library programming, however they also provide a service to the community. Meeting room scheduling and logistics take a considerable amount of staff time, and with less staff it isn't feasible at pre-COVID levels. Dr. Engel recommended a tool to determine room fees, and also suggested charging all groups a small fee to help with expenses. Ms. Grant will bring the revised policy draft to the Board in August.*

## 3. Planning Re-Opening Celebrations for Community Libraries

*The community libraries have a soft opening this week, with scheduled press releases and social media posts. Plans are being finalized for a celebration in early August, Ms. Grant will provide an update at the Board meeting next week.*

#### 4. Discussion of Library Closure for Staff Development Day

*The training budget line has been restored, therefore in-person conferences are being planned for later this year. A training component is also included at all quarterly staff meetings; however, it's been a few years since a more in-depth all staff training.*

*The Washburn Board is providing funding for staff to receive diversity training from the Diversity Institute. The training facilitators have over 15 years' experience and have worked with public and private sector organizations throughout Minnesota. Their approach is also tailored to fit each organization they train. Training would include two half-days: Thursday, October 7th and Friday November 5th.*

*Ms. Grant will request a motion to approve these closures at next week's board meeting.*

#### 5. Review of Library Staff Compact

*Ms. Grant introduced the compact and explained that it's a shared philosophy, a commitment between library leadership and staff to work toward being a more flexible, less-siloed organization where more staff are able to move across service points. This will make the library better able to serve the community with a whole spectrum of services. This document was part of staff performance appraisals this year, and will be reviewed annually.*

#### 6. Review of Library Trustee By-Laws

*Ms. Grant reviewed recent updates to the by-laws including committee structure and minimum numbers for a quorum.*

#### Adjournment

**Kathy Ivey adjourned the Committee of the Whole at 6:10 p.m.**