

Montmorency County Public Libraries
Library Board Meeting
January 10, 2022

Call to Order

President Robin Smiley called the meeting to order at 1:10 p.m. at the Hillman Branch of the Montmorency County Public Library.

Board Members Present (in alphabetical order): Mary Burek, Ellen Klein, Robin Smiley, and Pat West

Board Member Absent: (in alphabetical order): None

County Commissioner: None

Staff Members Present: Lori Haas - Director

Visitor: Diane Tokarski

Approval of Agenda

Pat West made the motion to approve the agenda as written, Ellen Klein seconded. All in favor, motion carried.

Approval of Bills

Mary Burek made the motion to accept the bills as presented, Pat West seconded. All in favor, motion carried.

Minutes of Meeting

Mary Burek made the motion to accept the minutes with corrections, Ellen Klein accepted. Robin Smiley abstained. All in favor, motion carried.

Public Comment

None

Old Business

Lori presented a new employee pay rate. After discussion, the plan was accepted by the board members. Robin made a motion to accept the new pay rate, Ellen Klein seconded. All in favor, motion carried. The Director's contract was presented and was accepted with a 3.5 % salary rate increase for the 2022 year. Pat West made a motion to accept the contract, Ellen Klein seconded. All in favor, motion carried. Ellen Klein made a motion seconded by Mary Burek to recommend Diane Tokarski as a board member. All in favor, motion carried.

New Business

Covid plans will be addressed as each meeting as needed. See attachment. A closed session will be held for board members at a later date to conduct the director's evaluation.

Election of officers:

Robin Smiley made the motion to open the floor to nominations, Mary Burek seconded. All in favor, motion carried. Mary Burek made the motion to nominate Robin Smiley as President, Pat West seconded. Robin accepted the nomination. All in favor, motion carried. Pat West made the motion to nominate Ellen Klein as Vice President, Mary Burek seconded. Ellen Klein accepted. All in favor, motion carried. Mary Burek made a motion to nominate Pat West as secretary, Ellen Klein seconded. Pat West accepted.

All in favor, motion carried. Robin Smiley made a motion to nominate Mary Burek as treasurer, Pat West seconded. Mary Burek accepted. All in favor, motion carried. Pat West made the motion to elect the slate of officers as presented. Ellen Klein seconded. All in favor, motion carried.

Directors Report

The M 183 Tech grant that Lori had applied for, was awarded. We will receive 4 laptops, an outdoor PA system, and a Web kit for videoing events that can be sent online.

The Librarians reports:

Juli from Hillman reports: 770 total circulation, 0 curbside pick-ups, 328 patrons signed in to choose their own materials, laptops checked out, 80 inside computer lab users, 183 phone calls, 99 patrons needed copies/faxes/scans, 0 notarizations, 10 new library cards, 29 items cataloged and added to our collections, 2 laminations. This month just flew by! We enjoyed having the kids come in and look for the 'Elf on the Shelf'; we had little prizes if they found where she was hiding, and of course, we made sure every kid found her. We have moved books around into new areas in the library; I hope you come in and check out what we have done. So far it is still a work in progress but looking good and the patrons have complimented us on how well they like everything so far. The small meeting room was used for a zoom interview, twice for meetings, and twice for people out of town to do work while here over the holidays. Lonny's last day was December 26, 2021. We are sure going to miss her, she was great with the children, and she loved doing story hour. I hope everyone had a Very Merry Christmas and Happy New Year. Respectfully,
Juli White.

Sheila from Atlanta reports: 635 Total circulation, 10 Curbside pick-ups, 293 patrons signed in to choose their own materials, 0 laptops were checked out, 104 inside computer lab users, 244 phone calls, 69 patrons needed copies/faxes, etc. 1 notarization, 14 new library cards, 86 items cataloged and added to our collections, 0 items laminated. December was a slow month for us here in Atlanta. The only number that was up was the number of new library cards issued, so hopefully that will set a good trend for 2022. We did have 46 adults and children who either came in or took home Christmas crafts. The numbers were pretty evenly split which tells us that there are many people not comfortable doing things in a public setting as of yet. Lonny came in and did story hour. I think she had as much fun as the children! We have a few new programs coming during the month of January. We have started checking out board games and puzzles. I have close to 50 of them now that are ready to go out. I did not reflect these in my cataloging totals as I do not want other libraries to be able to request them. These will be for Montmorency County Libraries only. Our January theme and prize basket is called 'Take it & Bake it' and is open to both adults and children. Check out any cookbook and get your name in a drawing for a mixing bowl full of goodies (Bonus entries for sharing either your favorite recipe or the goodies themselves). We have 2 take-away projects this month. A science kit will be available for the kids starting this week.

Then we will be offering a pencil drawing kit and lessons for both kids and adults during the last week of the month. Andrea has now officially retired. I cannot begin to tell how much we're going to miss her!

Stay healthy!

Sheila.

Wendy from Lewiston reports: 537 Total Circulation, 0 Curbside pick-ups, 245 patrons signed in to choose their own materials, 0 laptop was checked out, 89 inside computer lab users, 101 phone calls, 48 patrons needed copies/faxes/scans etc., 5 notarizations, 16 new library cards, 56 items cataloged and added to our collections, 0 items laminated. December started out very well. The Holiday Market went very well. I believe we had around 200 families stop in and paint a wooden craft and then went right into ladies night with around 25 ladies for the craft. We also set up our Santa letter station with Hot Cocoa and cookies with 4 kids attending. The meeting room is where I held the adult craft with 4 adults. I believe that with the high number of Covid cases in our county is the reason our numbers were low. Toddler story hour was with 2 kids. We read Elf on the shelf and I hid Trixie in the Library for them to find and colored a picture with Trixie and her Friends and

had a snack. Nicole and I are working in the YA section on updating call tags and weeding out old materials. Then we will move on to the VHS section, as they do not go out very often, and we need more room for our DVD collection. Computer class with Jake was slow this month with 2 adults attending, but as usual he answered all questions on phones and computer/pictures. One of ladies could not understand why her phone was not ringing and boom, she was on 'do not disturb' (lol), she laughed so hard at herself.
Wendy Rieck.

Next Meeting Scheduled

The next meeting is scheduled for Feb 14, 2022 at the Hillman Branch at 1:00 p.m.

Adjournment.

Robin Smiley made a motion to adjourn the meeting at 2:58. Mary Burek seconded. All in favor, motion carried.

Respectfully submitted,

Pat West