

W.J. Niederkorn Library
Library Board Meeting Minutes
Friday, August 20, 2021, 8:30 AM
W.J. Niederkorn Library Community Room

1. Roll call: Pat Tearney, Karen Vollmar, Hannah Cassidy, and Nikki Nelson. Also attending: Library Director Tom Carson, Assistant Library Director Rosalia Slawson, and Head of Children's Services Jamie Mercer. Not present: Justin Ritter and Tom Hudson.

Meeting was called to order at 8:32am by Alderperson Pat Tearney.

2. No correspondence.

3. No public comment.

4. Approval of minutes: Vollmar made a motion to accept the July 2021 minutes, Nelson seconded. Passed.

5. Approval of schedule of invoices: Vollmar made a motion to accept the schedule of invoices for July 2021. Nelson seconded. Passed.

6. Approval of revenue and expense report: Vollmar made a motion to accept the revenue and expense report for July 2021. Nelson seconded. Passed.

- a) Currently have extra money in maintenance and repair. Watching the lines. Found the problem with the leaking water in Children's Library. Pipe underground is broken and clogged with debris, causing it to leak into Children's when it rains. Library staff Steve Orvis was correct!

7. Budget carry-over 2020

- a) We have carry-over money (\$40,000) from 2020 due to less staff hours during COVID closures.
- b) Bassett proposal to fix a few things with heating and air conditioning. Plus, a quote for filtering (bipolar ionization) - \$12,000. This would be a preventative measure. There are also some less expensive alternatives.
 - i) Tearney commented maybe we could partner with other City departments to get this filtering done – economy of scale for pricing.
 - ii) Vollmar asked about conferring with the City Engineer. Carson said he will check with City Engineer Vanden Noven. Beaver Dam Library in our system did have this filtering done for about \$20,000 and used recovery money to fund it.
 - (1) Tearney said City hasn't decided how they are spending our City's recovery money yet.
 - (2) Carson is asking for \$6,000 of this money to help cover the library's loss of fines and fees revenue from last year.
- c) By September Carson may have more quotes for the Board for new staff door in back + putting in heat in the staff bathroom (bathroom heat costs about \$800). Repairing the stone retaining wall by pollinator garden is quoted at \$84,000 (labor is the biggest part of this expense). City Engineer thinks the City may be able to do something at a much lower rate. He will get back to Carson. Very likely this work wouldn't be done until spring 2022 though.

8. Budget 2022: 2.5% increase in employee wages; 6% increase in health insurance (insurance companies are trying to recoup COVID costs. We did decrease the number of library staff on City's insurance); 3% increase in utilities. All of these needs added up is more than Carson can ask the City for. We are also already down \$6,000 from county reimbursements from last year. In order to have a balanced budget, we'll have to cut our collections.

a) For comparison, Cedarburg's library collections budget is \$70,000; Grafton's is \$68,000; ours for Port Washington is \$44,000. Waupaca's budget is 20-25% higher than ours (and their population is smaller). Nelson comments it is hard to split these funds between all the different categories (kids, teens, adults).

b) Friends of the Library are giving us \$10,000 to help start our Library Foundation

c) We've applied for and received grants, which really is our only other revenue stream. By law we cannot charge for any other basic library services. The City keeps pushing for revenue streams.

d) Budget 2-3% increase, it all depends...

e) We cut \$10,000 in our supply line for this year.

i) City has an Amazon Prime account now, so we're utilizing this – especially for DVDs.

f) Tearney reminded the Board, especially the newer members who may be unaware, that if they can attend the City's budget meeting for the library in October and voice your concerns about the budget, that helps to hear from different voices. They know what Carson is going to say, but hearing from others helps our cause.

g) Carson states he really thinks the library hasn't been given opportunity with funding that we should in order to provide services we'd like to.

9. COVID update: Vaccination numbers are at 73% in Ozaukee County for adults. They will be offering 3rd doses soon. We're encouraging people to wear masks in the library building. Trajectory is decreasing. We still don't have our drinking fountains open. Some library staff are concerned about COVID; one is not comfortable working in the Children's Library currently due to germs. Tearney has noticed more patrons wearing masks lately.

10. Usage Statistics – numbers are up; Summer Reading registration is still lower, but we're pushing the reading more instead of the free coupons (as much). Positive feedback. COVID is still impacting summer reading, too.

11. Director's Report – We've received the documents from the Greater Milwaukee Foundation for starting our Library Foundation; Carson will send these to the Board (just received them yesterday). Vollmar asked about who checks should be written out to; answer from Carson: checks should be written out to the W.J. Niederkorn Foundation and then he sends to them. Tearney said it is a huge step forward that we'll be starting this foundation.

a) Carson said there is some donation money left over, too, for other spending (not all for the foundation fund)

17. Adjournment at 9:29am with a motion by Nelson, seconded by Cassidy. Passed.

Minutes respectfully submitted by Rosalia Slawson, Assistant Library Director