

**MINUTES OF THE MEETING OF THE
KIMBERLY PUBLIC LIBRARY BOARD
JANUARY 18, 2021**

The meeting was called to order at 5:02pm by Library Board President Corinne Herro.

Members present: Corinne Herro, Phil Yunk, Rose Vander Velden, Dave Hietpas, and Barbara Wentzel

Others present: Holly Selwitschka

Motion by Vander Velden, seconded by Wentzel to approve the minutes of the December 21, 2020 meeting. Motion carried by unanimous vote.

Motion by Hietpas, seconded by Yunk to approve the January 2021 bills and financial report. Motion carried by unanimous vote.

Selwitschka reported on a variety of updates:

- Regular weekly staff meetings are underway. Staff had the opportunity to provide updates, upcoming programs were announced, Amanda from OWLS attended a meeting and answered questions about CARL, staff participated in a discussion about re-opening the library, which was followed up with a confidential survey to gain understanding of staff comfort levels in regard to reopening.
- Holly updated the board on upcoming programs: a winter reading incentive Bingo program called “Yeti, Set, Read” online storytimes, short story book club, to name a few. The web design is still in process and Holly will send the link as soon as she receives it from OWLS.
- Quotes were gathered for services and products that may facilitate a smooth reopening: carpet cleaning, new plexiglass service counter dividers, and a different people counter that would allow patrons to log onto our website to see how many people currently occupy the space to help them plan ahead for visiting. No decisions were made on any of these products; Holly will report in more detail in February.
- Director and staff offices are undergoing some light remodeling work.
- FOLKS had their last meeting. The creation of a new Kimberly PL Friends of the Library group is underway. They have already collected the Kimberly share of the FOLKS money and have applied for 501C3 status. The library may need to cover costs initially that the Friends group would pay, and wait for reimbursement until it is fully established.

Holly presented a timeline and general outline for a Visioning Process for the Kimberly Public Library that will culminate in the branding of the library. It is anticipated that the process will take the majority of 2021, and launch of the new brand should roll out January 2022.

The board discussed a re-opening plan for the library. From the results of the confidential survey, it is clear that not all staff are yet comfortable with the plan and more precautions need to be set in place before inviting the public back into the library. Holly will continue to work with staff to tweak the plan until a strategy is devised that meets the comfort level of staff.

Unfinished business: Brief discussion of future meeting spaces and times. No changes were made.

New business: There was a brief discussion about hotspot service. There was a general consensus from library board members that when a hotspot becomes overdue to the point of billing, then the service to the device should be discontinued. Holly will create a policy for hotspot service for the board's consideration in February.

Dave Hietpas left the meeting at 5:59.

Items for the next library board meeting include updates on the branding process, marketing proposal, and re-opening plan. Holly will propose a few new policies: hotspot service, laptop lending, computer use, and patron conduct. The next meeting will be Monday, February 15 at 5:00pm in the library.

Motion by Vander Velden, seconded by Wentzel, to adjourn at 6:03 pm. Motion carried.

Submitted by:

Holly Selwitschka, Library Director