

**Lodi Woman's Club Public Library Virtual Board Meeting**  
**Mon, February 15, 2021 4:30PM (CDT)**

<https://us02web.zoom.us/j/83130272398?pwd=aDVSV1hJVTJhWWU13WU13TzFnR2dzUT>

**09 Meeting ID: 831 3027 2398 Passcode: 244050**

1. PRESENT: LeClair, Gajek, Clark, Hunt, Melissa, Pardo, Griffin, Poelma  
ABSENT: Chambers,

2. INTRODUCTION OF VISITORS: N/A

3. CORRESPONDENCE: Carla Weissing, owner of Willow Tree Wellness, brought concerns to LeClair about downtown parking. LeClair will keep everyone informed of any changes/continued concerns from Weissing.

4. MINUTES FROM January 25, 2021 MEETING: Pardo was present. Clark motioned to approve adjusted minutes. Seconded by Card

5. TREASURER'S REPORT: Steady balances from December to January.

6. LIBRARY BILLS: Library has \$130,750 from the city but it won't officially go into accounts until August. \$4000 increase which went to computer supplies (\$1000) and supplies & Expense (\$3000). Total budget for 2021 is \$238,556, which includes additional \$4000 from Columbia County.

7. MONTHLY LIBRARY STATISTICS:

- • 19% drop in overall physical checkouts in Jan 2021 (vs. Jan 2020)
- • 14% increase in OverDrive checkouts in Jan 2021 (vs. Jan 2020)
- • 41% drop in new physical cards issued in Jan 2021 (vs. Jan 2020)
- • 11% drop in new OverDrive users added in Jan 2021 (vs. Jan 2020)
- • Computer use down 66% in Jan 2021 (vs. Jan 2020)
- • Program attendance down 96% in Jan 2021 (vs. Jan 2020)

8. DIRECTOR'S REPORT: Microfilm reader installed January 27, 2021. Heiser Telemanagement & Consulting installed a new phone system in early February. Staff meeting February 18, 2021 so the library will close early that day. Virtual project on Mary Todd Lincoln on February 18, 2021.

9. PRESIDENT'S REPORT: Poelma and Chambers are officially assigned to the Board Nominating Committee.

10. FRIENDS REPORT: Bill Welch reported surpassing \$21,000 for 2020 year end. Donated \$5000 for a summer page and \$1000 for microfilm reader.

11. ANNUAL REPORT: \$21,000 drop, programing numbers are down, circulation to municipalities without a home library has increased. Total expenses 2019 \$261,836, 2020-\$292,000. Helps with Columbia County reimbursement.

12. BOARD MEMBER RECRUITMENT: Bylaws allow up to 10 members. We currently have 8 members. Agreement to put out requests on social media, Lodi Valley Chronicle, Chamber of Commerce, library website, reach out to Ron Hunt with interest. LeClair to create content for the board members to share in relevant places.

13. POLICY COMMITTEE UPDATE: Looking for clarification on what constitutes an adjacent town. Introduction to new library documents(LD), forms(LF), and policies(LP) created to help clarify the bylaws while allowing the fluid changes to happen easier.

A. VOTE ON UPDATED BYLAWS -waiting to vote on until March 2021 meeting.

14. STRATEGIC PLANNING UPDATE: Shawn wanted LeClair to work on three specific goals with objectives

and activities to fulfill those goals. Strategic committee will get together to take a closer look at LeClair's document and discuss further at next month's meeting.

15. ADJOURNMENT: Motion to adjourn by Pardo. Seconded by Poelma

Respectfully submitted,  
Gajek