

MEETING MINUTES

LF4 | REVISION 0 | REVISED 1/25/2021

DATE AND TIME	Monday, April 19, 2021 at 4:30 pm
LOCATION	Zoom https://us02web.zoom.us/j/9078794423 Meeting ID: 907 879 4423
ATTENDANCE, PRESENT	LeClair, Polema, Chambers, Hunt, Clark, Gajek, Pardo
ATTENDANCE, ABSENT	Card, Griffin

CALL TO ORDER	Hunt called meeting to order at 4:33 pm.
INTRODUCTION OF VISITORS	None
CORRESPONDENCE	LeClair shared positive feedback from patrons on the updates to the library in the past few years.
MINUTES FROM PREVIOUS MEETING	Minutes from March 15, 2021 meeting approved. Motion by Poelma. Second by Pardo.
TREASURER'S REPORT	Funds trending up. Report approved. Motion by Poelma. Second by Chambers.
LIBRARY BILLS	Received \$500 from Westpoint, not showing up yet. Friends given \$6,000 to help cover summer program expenses. On a good track for the year.
MONTHLY LIBRARY STATISTICS	13% increase in physical checkouts. 8% increase in OverDrive checkouts. 47% drop in new physical cards issued. 38% drop in new OverDrive users. 192% increase in materials removed. 23% increase in materials added. 37% drop in computer use. 81% drop in program attendance.
DIRECTOR'S REPORT	Summer internship was offered and accepted. Summer programs planned. Outdoor events scheduled. During Library Appreciation Week, library stories posted online. The community wide read is planned. The staff are interested in continuing education opportunities.
PRESIDENT'S REPORT	Update on April 7, 2021 special meeting regarding new board member applications. Patti Herman and Erin Kutz names submitted to the city for appointment. Other candidates were notified they were not eligible due to bylaws.
FRIENDS REPORT	Working on Run/Walk and community-wide read with Alex. Donation wall

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	in library and donor recognition being discussed.
REVIEW AND APPROVE BYLAWS	Motion by Chambers. Second by Pardo. Revision 2 of bylaws approved.
BOARD MEMBER APPOINTMENTS	New members will be at the next meeting. Officer voting will happen at the May meeting.
STRATEGIC PLAN UPDATE	Alex meeting with Shawn on 4/20/21. Working on a draft of the new strategic plan. Goal of copy for review at the May meeting.
PANDEMIC DISCUSSION	Discussed and agreed to meet in person for the May meeting. Discussion about opening up the conference rooms. Thinking of 25% room capacity. Goal of caution but moving forward.
ADJOURNMENT	Motion by Gajek. Second by Clark. Meeting adjourned at 5:30 pm.

Respectfully submitted,
Jessica Clark