



St. Francis Library Board
Meeting Agenda
January 11, 2023
4:00 p.m.

NOTICE

There will be a St. Francis Library Board meeting on **Wednesday, January 11, 2023 at 4:00 pm the St. Francis Public Library.**

AGENDA

1. Call to Order
2. Roll Call
3. Statement of Public Notice
4. Approval of Minutes from the Library Board meeting of December 14, 2022. (discussion/action)
5. Approval of December Claims (discussion/action)
6. Correspondence
7. Public Comments (speakers limited to 3 minutes)
8. Reports:
 - a. Chairperson
 - b. School Representative
 - c. Friends
 - d. Director
9. Unfinished Business - none
10. New Business
 - a. Maternity Leave (discussion/action)
 - b. Policy Review – Health and Safety Policy (discussion/action)
 - c. Closures/Amended Hours due to staff shortages (discussion/action)
 - d. State Annual Report, President signature (discussion/action)
11. Comments on prior, present, and potential agenda items by Board Members.
12. Adjourn

Note: The Library Board may discuss other matters as authorized by law. Some correspondence and unfinished/new business may or may not be acted upon or discussed.

NEXT REGULAR MEETING: Wednesday, February 8, 2023.

PUBLIC NOTICE

Upon reasonable notice, a good faith effort will be made to accommodate the needs of individuals to participate in public meetings, who have a qualifying disability under the Americans with Disabilities Act. Requests should be made as far in advance as possible preferably a minimum of 48 hours. For additional information or to request this service, contact the St. Francis Library at 481-7323. The meeting room is wheelchair accessible from the front entrance.

NOTE: There is a potential that a quorum of the Common Council may be present.

Posted on Monday, January 9, 2023.

**ST. FRANCIS LIBRARY BOARD MINUTES
DATED DECEMBER 14, 2022**

Present: Richard Adamczewski, Alderman Feirer, Charles Buechel, Kathy Frymark, Richard Lentz, Kathy MacAvaney and Jennifer Polinski

Also Present: Library Director Amy Krahn

The meeting was called to order at 4:00 p.m.

Statement of Public Notice:

The meeting has been properly posted and noticed as required by law.

Approval of Minutes

Moved by Richard Lentz seconded by Alderman Feirer to place on file the minutes of the St. Francis Library Board meeting held on November 9, 2022. Motion carried.

Approval of Claims:

Moved by Richard Lentz, seconded by Charles Buechel to approve the November claims as presented. Motion carried.

Correspondence:

None

Public Comments:

None

Adjourn to Closed Session: Roll Call Vote Required:

Moved by Richard Lentz seconded by Alderman Feirer to adjourn to Closed Session pursuant to Wisconsin Statutes 19.85(1) (c) for considering personnel related issues, such as the employment, compensation and performance of personnel and the library employee handbook. The following voted "aye": Adamczewski, Alderman Feirer, Buechel, Frymark, Lentz, MacAvaney and Polinski. Motion carried.

Time: 4:03 p.m.

Reconvene to Open Session:

Moved by Alderman Feirer seconded by Richard Lentz to reconvene into Open Session. Motion carried.

Time: 4:06 p.m.

Discussion and Possible Action from Closed Session:

Moved by Alderman Feirer seconded by Richard Lentz to present the employment contract to Library Director Amy Krahn. Motion carried.

Reports:*Chairman*

- None

School Representative

- The school year has begun, after the summer of construction we are open.
- Jess is working on setting up a schedule to have story times at Willow Glen again.
- Jess, as a part of the Willow Glen Innovation Lab Committee is going to help sort resources and set up the Lab soon.

Friends

- None

Director

- See Director's Report as included in the Board packet.

Moved by Alderman Feirer seconded by Richard Lentz to approve all reports as submitted. Motion carried.

Unfinished Business:

- None

New Business:

- Reciprocal Borrowing 2023 Spending Plan
 - Moved by Alderman Feirer and seconded by Charles Buechel to approve the spending plan for 2023. Motion approved.
- Staff in-Service Date/Library Closure
 - Moved by Kathy MacAvaney and seconded by Jenifer Polinski to approve the staff in-service and library closure date. Motion approved.
- Wage Step Increases
 - Clarified that Amy can move people up in wage steps.
- Meeting Dates/Times 2023
 - Meeting dates for 2023 will be second Wednesday of the month.
- TK Elevator Proposed Elevator Upgrade
 - No Action.

Comments on Prior, Present and Potential Agenda Items by Board Members:

- None

Adjourn:

Moved by Alderman Feirer seconded by Richard Lentz to adjourn the meeting. Motion carried
Time: 4:35 p.m.

**December 2022
Claims**

| | | 2022 | 2023 | |
|-------------|---------------------------------|-------------|-----------|-------------------------|
| 22-5511-353 | Library Donations Fund | \$ - | | |
| 23-5511-353 | Library Rec. Borrowing Fund | \$ 3,063.10 | | Collection, programming |
| 25-5511-272 | Contracted Maintenance Services | \$ 2,381.11 | | |
| 25-5511-276 | New Equip. Repair/Replace | \$ 379.80 | \$ 265.75 | |
| 25-5511-302 | Telephone | \$ 209.93 | | |
| 25-5511-351 | Expense Allowance | \$ 10.73 | | |
| 25-5511-352 | Dues & Subscriptions | \$ 210.00 | | Amy WLA |
| 25-5511-353 | Office Supplies | \$ 669.83 | | |
| 25-5511-356 | Electronic Resources | \$ - | | |
| 25-5511-360 | Conferences & Seminars | \$ 49.00 | | |
| 25-5511-361 | Public Relations | \$ - | | |
| 25-5511-363 | Postage | \$ - | | |
| 25-5511-366 | Maintenance Supplies | \$ 524.63 | | |
| 25-5511-374 | Books/Publications | | | |
| | Adult Fiction | \$ 370.67 | | |
| | Adult Non-fiction | \$ - | | |
| | Youth Books | \$ 278.51 | | |
| 25-5511-375 | Periodicals/Subscriptions | \$ 19.97 | | |
| 25-5511-376 | Audio-Visual | | | |
| | Adult Audiobook | \$ 134.03 | | |
| | Adult CD | \$ 129.05 | | |
| | Adult DVD | \$ 659.47 | | |
| | Youth Audiobook | \$ 183.95 | | |
| | Youth CD | \$ 13.99 | | |
| | Youth DVD | \$ 310.04 | | |
| | Youth Videogames | \$ 300.81 | | |
| 25-5511-377 | Miscellaneous | \$ 23.97 | | |
| 25-5511-380 | MCFLS Charges | \$ - | | |
| 25-5511-385 | Replacement Materials | \$ 61.09 | | |
| 25-5511-387 | Technology | \$ 31.62 | | |

**December 2022
Claims**

| | | | | |
|-------------|-------------------------|---------------------|------------------|--|
| 25-5511-601 | Children's Programs | \$ 640.35 | | |
| 25-5511-605 | Educational Programming | \$ 167.83 | | |
| 25-5511-401 | Electric | \$ 1,650.23 | | |
| 25-5511-402 | Gas | \$ 1,376.62 | | |
| 25-5511-403 | Water | \$ 163.12 | | |
| 25-5511-404 | Sewer User | \$ - | | |
| | | | | |
| | | | | |
| | | | | |
| | Total: | \$ 14,013.45 | \$ 265.75 | |

Deposits for November 2022

| Library Donation Fund | | | |
|------------------------------------------|-----------------------|----------|-------------------|
| | | | |
| 22-48501 | | | \$46.00 |
| | Donations | \$46.00 | |
| | Special Event | \$0.00 | |
| | Program Donations | \$0.00 | |
| | | | |
| Library Reciprocal Borrowing Fund | | | |
| | | | |
| 23-47390 | | | \$344.80 |
| | | | |
| Library Fund | | | |
| | | | |
| 25-42201 | Overdue Fines | | \$347.06 |
| 25-42202 | Replacement Materials | | \$311.86 |
| | Lost Material | \$302.86 | |
| | Lost Card | \$9.00 | |
| 25-42203 | Computer Printing | | \$42.25 |
| 25-42204 | Fax | | \$61.00 |
| 25-42240 | Copy Fees | | \$0.00 |
| 25-42249 | Miscellaneous | | \$0.00 |
| 25-42250 | School Grant | | \$0.00 |
| | | | |
| | | | |
| TOTAL | | | \$1,152.97 |

Library Director's Report January 2023

1. Staffing update:
 - a. Illness – we've had a lot of staff illness in the past 6 weeks: Covid, flu, injury, sick family members needing care, etc. So far, we have managed to maintain regular operations. (see agenda item)
 - b. Custodian – I spoke with Fred Rogers, who is retiring from the City this month. He has expressed interest in working part time as a custodian for the library. He would not be available until March and he has some expectations about his hours and schedule which I am not sure we can meet. I will be working with Steve on what our needs are and how flexible we can be. Fred is also considering a different part time job, so nothing is definite.
2. Building update:
 - a. Snow removal – We still do not have someone to provide regular snow removal and salting for us. The City did come during our biggest snow event (so far) and cleared walks and salted them for us. Steve was very appreciative. Staff have also done some shoveling and salting.
3. Civic Center display: This was placed in the Civic Center during the first week of the January. (see attached) Staff will monitor the display and swap out posters and materials on a regular basis.
4. Programming/Collection:
 - a. We have some passive programming happening in January – the Community Puzzle and the start of the Winter Reading, plus an indoor scavenger hunt in the youth area.
5. LDAC Summary, January meeting:
 - a. State Annual Report (see agenda item): The report form opens to Directors on January 24th and all reports must be submitted by March 1st. I would like to follow previous year's practice and have Rich A. sign the report for submission.
 - b. Update on Sierra issues: In 2022 and 2023, we have had numerous issues with our Sierra database software, including one complete loss of service over several days in August. Jen Schimdt, MCFLS Systems Administrator, reviewed the various issues we've experienced, the solutions found, the goals moving forward. Unfortunately, both Baker and Taylor (our book distributor) and WisNet (our internet provider) also had major service disruptions in 2022 that impacted Sierra as well. MCFLS moved to a hosted version of Sierra in November, which should have eliminated some of these issues. Jen indicated that this will be a matter of the Sierra vendor learning what our usage looks like, what normal traffic is like, and being able to recognize and fend off service issues BEFORE the member libraries experience any issue.

- c. **SRLAAW Compensation Study:** This is moving forward quickly. The outside consultant hopes to have it completed by June 1st. It will not be a perfect product, but it will provide valuable information to systems and member libraries. As an indication of how complicated it is, they have narrowed down the job titles to 47 different positions, many of which are only relevant to larger libraries.
- d. **Marketing Update:** Deb Marett from MCFLS is planning a social media campaign/contest in coordination with "Shelfie Day". This will be shelfie week and will ask patrons to submit photos of themselves at their local library. People will be able to vote for a favorite and there will be several prizes. This is all being coordinated by MCFLS.
- e. **Library Updates:**
 - i. **Whitefish Bay** – the Village and Library Board approved new wage ranges, which increased some position wages by 40%. Their overall budget funding (from taxes) increased by 26%, which was covered by the Village.
 - ii. **Wauwatosa** – notified libraries before the end of the year that they were eliminating all overdue fines beginning January 1st. The City agreed to cover any loss in revenue.
 - iii. **Franklin** – has new hours, with the library opening at 9 am now, instead of 10 am.
 - iv. **Hales Corners** – reduced hours, closing a half hour earlier on most days. This was a budget issue for them.

Not Just BOOKS

- STORYTIMES
- MEMORY KITS
- TECH HELP
- FREE WI-FI
- ARTS & CRAFTS
- COOKING CLASSES
- CRIBBAGE CLUB
- MOVIES & MUSIC
- STUDY ROOMS
- MOBILE PRINTING
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ST. FRANCIS PUBLIC LIBRARY
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WWW.STFRANCISLIBRARY.ORG

Informational brochures and flyers are displayed in a rack below the main sign, including:

- Brochure titled "Memory Kits"
- Brochure titled "St. Francis Public Library"
- Brochure titled "Mobile Printing"
- Brochure titled "History & Travel Programs"



Board Report
Adult Services
January 2023

The Noon Book Club met and discussed Ann Patchett's book of essays, "These Precious Days." It was a great read, very popular with the club. We had a wonderful discussion. In February we will read Pulitzer prize winning author Anthony Doerr's "Cloud Cuckoo Land."

The ever popular Winter Reading contest started January 3rd. Participants will try to win a \$25.00 gift certificate from Target.

The Library's writing competition ended December 30th. There were 14 adult entries. The judges are busy reading all of the submissions. Winners will be announced February 1st.

The Adult Take and Make for January is a "Button Cardinal." At the end of January, the new "Spice of the Month of the Month Club," will begin. This month's spice is Turmeric.

Thank you.

Sincerely,



Kathleen Stilin
Adult Services Librarian

Library Board Report
Youth Department - January 2023

The majority of our programs wrapped up by the middle of December. This break has allowed the youth department time to focus on other projects, specifically, weeding the DVD collection to create more space for our growing graphic novel collection.

January will be a busy month with our Winter Reading Program, storytimes, monthly elementary-age programming, take & make kits, and more resuming. I will also begin working on the 2023 summer reading program.

Below is a picture of December's Art Lab kids and their lovely pastel northern lights artwork!



Sincerely,

Jessica Kettner
Youth Services Librarian

Dear Amy and Library Board Members,

I am writing this letter to request extended time off for maternity leave starting the week of March 12th 2023. My scheduled c-section date is March 10th and I plan to work up to that date. I would like to take 11 weeks off starting the week of March 12th and plan to come back the week of May 29th. My first shift back would be May 30, 2023.

Thank you,

Debbie Intile

HEALTH AND SAFETY POLICY

In order to maintain a healthy, clean, and safe environment for all Library users and to protect the Library collections, facilities, and property, the Library may restrict a user's ability to borrow materials and/or visit the Library.

The Library may establish temporary health and safety measures as needed, such as during a pandemic or other health/safety situation. Any patron refusing to comply with these measures may be asked to leave the library.

A Library user's borrowing privileges may be suspended if there is evidence that items on loan to the user have been returned to the library with insects (or evidence of insects) that are damaging to library materials, such as roaches, silverfish and beetles **OR** that can result in pest infestations in the library, such as bed bugs or roaches.

If the Library feels there is sufficient evidence of a pest problem, a letter from a professional exterminator may be required before privileges are reinstated. **The Library user will not be charged for damaged materials the first time an issue is identified**, but may be charged for subsequent incidents.

A Library user's access to the Library may be suspended if there is evidence that the user or the user's possessions contain fleas or lice **OR** if there is evidence that the user or their possessions are soiled with urine or feces. When the situation has been remediated, the user will be welcome to return to the library. In the case of fleas or lice, a letter from a pest control professional, doctor, or school nurse may be required.

Library users may request a re-evaluation of any suspension under this policy by making a written request to the Library Board.

Approved 3/2016



TO: LIBRARY BOARD
FROM: AMY KRAHN
SUBJECT: MINIMUM STAFFING LEVELS
DATE: JANUARY 6, 2023
CC:

As we are once again entering a season of highly contagious viruses, and have had numerous staff out due to illness in the past month, I want to clarify the minimum staff level required to keep the library open.

There must be at least three staff members (not counting shelvers) present in the library in order to keep the building open to the public: two staff members upstairs and one in the lower level. At least one of these staff members must be a librarian.

If we don't have sufficient staff, I would make a decision to either close the lower level or close the library early. I would notify the Library Board, City Hall, and MCFLS if we closed early and we would post signage on the doors and post on social media.



TO: LIBRARY BOARD
FROM: AMY KRAHN
SUBJECT: STATE ANNUAL REPORT
DATE: JANUARY 6, 2023
CC:

- 1) I would once again like to Board to give Rich Adamczewski the authority to sign the State Annual Report when it is completed so that it can be submitted by the March 1st deadline. The report would then come to the full Board at the next Board meeting. If there are errors, I will be able to go into the online portal and amend the report.
- 2) The Board needs to vote to approve the following statement:
The Board of Trustees hereby states that in 2022 the Milwaukee County Federated Library System DID/DID NOT provide effective leadership and adequately met the needs of the library. (If you select DID NOT, a reason should be given.)