

Marathon County Public Library

Director's Report

January 2017

Included here are the "*Director's Activities*", "*Next Month Director's Activities*" and "*Library Projects, Programs, Events*" sections of the January 2017 Marathon County Public Library Director's Report, and agendas/approved minutes.

If you are interested in reading the entire Director's Report for January 2017, please visit the Marathon County Public Library website via the link below.

http://www.co.marathon.wi.us/Portals/0/Departments/MCB/Archives/Boards%20Committees%20Commissions/Library%20Board/2017/LIBO_20170116_Packet.pdf

Director's Activities:

12-19-16 Marathon County Public Library Board of Trustees Meeting
12-19-16 Early Years Coalition Steering Committee Meeting
No December Friends of the Marathon County Public Library Board Meeting
12-21-16 Phase 1 Construction Meeting
12-22-16 Public Engagement Team Meeting
1-4-17 Policy reviews w/Leah and Matt
1-5-17 Monthly meeting with Library Board President
1-6-17 EYC Steering Committee Meeting
1-11-17 Phase 1 Construction Meeting
1-12-17 OverCOATs Culture Team Meeting
1-16-17 Marathon County Public Library Board of Trustees Meeting

NEXT MONTH DIRECTOR'S ACTIVITIES:

1-16-17 Marathon County Public Library Board of Trustees Meeting
1-16-17 Early Years Coalition Planning Committee Meeting
1-18-17 Marathon County Public Library Foundation Board Meeting
1-20-17 Public Engagement Team Meeting
1-20-17 Marathon County Department Heads Meeting
1-20-17 LENA Project Meeting
TBD Policy reviews w/Leah and Matt
TBD Monthly meeting with Library Board President
1-25-17 Phase 1 Construction Meeting
1-29-17 Friends of the Marathon County Public Library Annual Meeting
1-30-17 Friends of the Marathon County Public Library Board Meeting
2-3-17 Public Engagement Team Meeting
2-8-17 Phase 1 Construction Meeting
2-10-17 Marathon County Department Heads Meeting
2-20-17 Marathon County Public Library Board of Trustees Meeting

LIBRARY PROJECTS, PROGRAMS, EVENTS:

Renovations for Friends book sale room and 2nd floor meeting room are nearing completion.

Project LENA moving forward.

UPCOMING CONFERENCES, CONTINUING ED, WORKSHOPS:

Marathon County Sheriff's Dept. is conducting active shooter training drills for staff during January.

UPCOMING LIBRARY PROJECTS, PROGRAMS, EVENTS:

Library Legislative Day is Tuesday, Feb. 21, 2017.

Any other issues or items of note:

Letters and notes are posted at the Library Board Meeting.



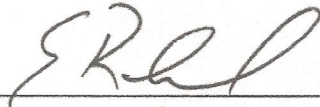
COUNTY OF MARATHON
WAUSAU, WISCONSIN

OFFICIAL NOTICE AND AGENDA

of a meeting of the Marathon County Public Library Board of Trustees,
Monday, September 19, 2016 at 12:00 noon
Library Headquarters, Wausau Room.

AGENDA

1. (12:00 p.m.) Call to Order
2. Acknowledgement of Visitors
3. Approval of Minutes
4. Bills and Services Report
5. (15 minutes) Public Comments
6. (15 minutes) Reports Regarding Recent Meetings and Communications. For Discussion and Informational Purposes Only. No Action will be taken.
 - A. President
 - B. Other Board Members
 - C. Library Director
 - D. Board Committees
 - E. Friends of the Library
 - F. MCPL Foundation
 - G. Wisconsin Library Trustees & Friends (WLTF)
 - H. Wisconsin Valley Library Service
7. (15 minutes) Weston Village Administrator, Mr. Daniel Guild, addresses the Library Board – For Discussion and Possible Action
8. (15 minutes) 2017 Budget – For Discussion and Possible Action
9. (10 minutes) FEH Associates/Phase 1 Update – For Discussion and Informational Purposes Only
10. (10 minutes) WVLS Contract – For Discussion and Possible Action
11. (10 minutes) MCPL Policy Reviews – For Discussion and Possible Action
 - Video Surveillance
12. Announcements
13. Request for Future Agenda Items
14. Next Meeting Dates
 - Monday 10/17/2016
 - Monday 11/21/2016
 - Monday 12/19/2016
 - Monday 01/16/2017
15. Adjournment

Signed: 
Library Director

*All times are approximate and subject to change

"Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the Library Administration Office at 261-7213."

FAXED TO: Wausau Daily Herald, City Pages, and
FAXED TO: Other Media Groups
FAXED BY: H. Wilde
FAXED DATE: September 13, 2016
FAXED TIME: 12:40 pm

NOTICE POSTED AT COURTHOUSE
BY: _____
DATE: _____
TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, September 19, 2016. Headquarters Library, Wausau Room.

Present: Scott Winch, Gary Beastrom, William Gamoke, Sharon Hunter, Alison Morrow, Katie Rosenberg, Pa Thao, Ralph Illick

Excused:

Others: Matthew Derpinghaus, Leah Giordano, Thomas O'Neill, Heather Wilde, Daniel Guild, Keith Donner, Michael Wodalski

The meeting was called to order at 12:04 by Scott Winch. There was a Personnel Committee meeting held prior to this meeting, the decision was to grant unpaid leave to an employee. Scott Winch welcomed visitors to the meeting.

A motion was made by Katie Rosenberg to approve the Board of Trustee minutes from August 15, 2016 meeting. Seconded by Pa Thao. Motion carried.

A motion was made by Gary Beastrom to approve the Bills & Services report for August. Seconded by Sharon Hunter. Motion carried.

Public Comments – None

President – No Report

Other Board Members – No Report

Director's Report – Presented in the Board packet and by Director Ralph Illick.

- Friday, September 23, we will be having our staff in service day. The first part of the day we will have Phil Rentmeester, Director of Emergency Services talking about building and fire safety and a Marathon County Deputy talking about personal and public safety. The second half of the day will be spent on core values and culture with team building.

Board Committees – No Report

Friends of the Library – No Report

MCPL Foundation – Presented in meeting packet. Director Illick stated that the Foundation is currently working with us on the bids.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Presented in meeting packet. Board Member Rosenberg reported there is a WLTF conference in October 26-28, WVLS is holding Maker Space Kit Fairs, and there is a new Mentorship Program for new library directors and staff.

Weston Village Administrator, Mr. Daniel Guild, addresses the Library Board

The Village of Weston is looking at rebuilding its municipal center. We are looking for a new facility and would like to include another branch of the Marathon County Public Library in tandem with the new complex. We are hoping to rebuild and start construction on this campus in spring of 2019. We would like to do the planning over the course of the next fiscal year, and in 2018 we would like to work on the financials.

Director Illick spoke about the process for partnering with a community and building a branch library. This would give us as an agency an opportunity to have an outside consultant look at our population base, our graphics, and our services we provide and evaluate them. The idea partnering with the Village of Weston for a branch location is well worth exploring.

Mr. Guild is hoping that if Marathon County is interested they will give the Village of Weston the same support they gave other communities.

A motion was made by Katie Rosenberg to allow Director Illick to continue discussions with the Education & Economic Development Committee and with the Executive Committee. Seconded by Alison Morrow. Motion carried.

2017 Budget

Director Illick had his budget meeting with County Administrator Karger, Deputy Administrator Leonhard, and Finance Director Kordus. They were pleased with what we had done. We managed to come in with a strong budget that does what we need without adding any costs to it. The changes that we have done in structuring the way our staff are classified, I see opportunity for us to continue to deliver more professional service without increasing our personnel budget over the next year. We will have five librarians on staff, there were two back in 2011.

A motion was made by Sharon Hunter to approve the Budget as presented to Mr. Karger. Seconded by Pa Thao. Motion carried.

FEH Associates/Phase 1 Update

The FEH Design Project Manager is recommending to Mr. Hoenecke that we approve the bid from Miron Construction. The bid should be formally accepted within the next couple days and a walk through will take place at the end of September.

WVLS Contract

There are only small changes to the language in the proposed contract with WVLS. Feel confident that we are getting the service we need from WVLS.

A motion was made by Katie Rosenberg to approve the 2017 WVLS Contract as presented. Seconded by Alison Morrow. Motion carried.

Policies Reviews

- Video Surveillance

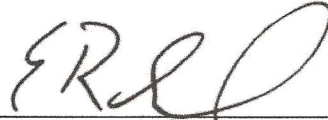
Corporation Council and Employee Resources reviewed and approved the new policy. These are not tools for managing people. They are used for legal matters, behavior matters in the library.

A motion was made by Sharon Hunter to accept the Video Surveillance Policy as presented. Seconded by William Gamoke. Motion carried.

Announcements – None

Request for Future Agenda Items - None

A Motion was made by Alison Morrow to adjourn the meeting at 12:24. Seconded by Gary Beaström. Motion carried.



Library Director




COUNTY OF MARATHON
WAUSAU, WISCONSIN

OFFICIAL NOTICE AND AGENDA

of a meeting of the Marathon County Public Library Board of Trustees,
Monday, October 17, 2016 at 12:00 noon
Library Headquarters, Wausau Room.

AGENDA

1. (12:00 p.m.) Call to Order
2. Acknowledgement of Visitors
3. Approval of Minutes
4. Bills and Services Report
5. (15 minutes) Public Comments
6. (15 minutes) Reports Regarding Recent Meetings and Communications. For Discussion and Informational Purposes Only. No Action will be taken.
 - A. President
 - B. Other Board Members
 - C. Library Director
 - D. Board Committees
 - E. Friends of the Library
 - F. MCPL Foundation
 - G. Wisconsin Library Trustees & Friends (WLTF)
 - H. Wisconsin Valley Library Service
7. (10 minutes) Update from Staff Development Day – For Discussion and Informational Purposes Only
8. (10 minutes) Update on Renovations – For Discussion and Informational Purposes Only
9. (10 minutes) Libraries Transform! – For Discussion and Informational Purposes Only
10. (10 minutes) Update on Signage at the Main Library – For Discussion and Informational Purposes Only
11. (10 minutes) Update on New Hires – For Discussion and Informational Purposes Only
12. (10 minutes) Budget - 3rd Floor Fund Renamed – For Discussion and Possible Action
13. Announcements
14. Request for Future Agenda Items
15. Next Meeting Dates
 - Monday 11/21/2016
 - Monday 12/19/2016
 - Monday 01/16/2017
 - Monday 02/20/2017
16. Adjournment

Signed: 
Library Director

*All times are approximate and subject to change
"Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the Library Administration Office at 261-7213."

FAXED TO: Wausau Daily Herald, City Pages, and
FAXED TO: Other Media Groups
FAXED BY: H. Wilde
FAXED DATE: October 11, 2016
FAXED TIME: 10:40 a.m.

NOTICE POSTED AT COURTHOUSE
BY: _____
DATE: _____
TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, October 17, 2016. Headquarters Library, Wausau Room.

Present: Scott Winch, Gary Beastrom, William Gamoke, Sharon Hunter, Alison Morrow, Katie Rosenberg, Pa Thao, Ralph Illick

Excused:

Others: Matthew Derpinghaus, Leah Giordano, Thomas O'Neill, Heather Wilde

The meeting was called to order at 12:00 by Scott Winch.
Scott Winch welcomed visitors to the meeting.

A motion was made by William Gamoke to approve the Board of Trustee minutes and Personnel Committee minutes from September 19, 2016 meeting. Seconded by Katie Rosenberg. Motion carried.

A motion was made by Alison Morrow to approve the Bills & Services report for September. Seconded by Gary Beastrom. Motion carried.

Public Comments – None

President – No Report

Other Board Members – No Report

Director's Report – Presented in the Board packet and by Director Ralph Illick.

- The WLA Annual Conference is coming up, I will be attending along with other staff members.

Board Committees – The Personnel Committee met and has extended unpaid leave for an employee until the November meeting.

Friends of the Library – Presented in meeting packet, Director Illick also reported that there was a book sale held at the beginning of October. The library will be finishing up phase 1 of the renovations at the beginning of the New Year. The Friends will have a moving sale at their February book sale.

MCPL Foundation – Presented in meeting packet, Director Illick also stated that the Foundation will be meeting in early November.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Presented in meeting packet.

Update from Staff Development Day

There were a series of good programs. We started out the day with Phil Rentmeester, the Director of Emergency Services for the County. He gave us a lively program about building and fire safety. Second half of the morning we had Deputy Dean Pitt with the Marathon County Sheriff's department. He gave us a really helpful program about personal safety and interacting with people. We try to do this every single year because there is new staff and you need to practice it. The second half of the day was spent on organizational culture.

For next year WVLS suggested we open our staff development day to other members of the consortium libraries. A concern is that everything that we do for programming on staff development day is important for our staff. We felt that it would be a good thing to offer parts of the programming, if not the whole thing to other library staff in the surrounding counties.

Update on Renovations

There is a meeting scheduled every two weeks with the Miron Construction team. After the second meeting, the project manager walked around with the managers and team leads to the affected areas. We noticed that we just couldn't keep the drive thru open throughout part of the construction process for at least six weeks. Patrons who are regulars of the drive thru have been contacted, social media and signs have been created and posted. United Healthcare is well aware of what we are doing.

Libraries Transform!

We are doing a program with WI Library Association. We have posters that say "Libraries Transform". It is a chance for us to promote who our representatives are and to promote that relationship. This will also give the representatives the opportunity to promote the libraries among their constituents.

Update on Signage at the Main Library

The Facilities and Capital Management Department did get our signage at the entry of the front door that is consistent with the policy for the video surveillance. Miron Construction will be promoting the construction. They have offered to make any signage that we need.

Update on New Hires

We've been moving pieces around a bit at the branches and there have been staffing changes. We have had the opportunity to hire some new page staff. We did go through a transitional period that was pretty challenging and the members of all the teams stepped up. Everyone worked together so there were no shortfalls with staffing.

Budget – 3rd Floor Fund Renamed

Tom O'Neill explained that there is a line item on the library CIP budget that says 3rd Floor Renovation. The fund was to be used for the Children's Museum, since we are not using it for this purpose the thought was to rename it to the effect of Phase 1 Renovation. That way it doesn't generate any questions about the funds over the next couple months. We would create an account and do a transfer, it would be more of a clerical issue.

A motion was made by Katie Rosenberg to rename the 3rd Floor Building Fund to Phase 1 Renovation. Seconded by Gary Beaström. Motion carried.

Announcements – None

Request for Future Agenda Items -

- Discussion about Village of Weston Request

A Motion was made by Alison Morrow to adjourn the meeting at 12:25. Seconded by Sharon Hunter. Motion carried.

A handwritten signature in black ink, appearing to read 'ERL', is written above a horizontal line.

Library Director



COUNTY OF MARATHON
WAUSAU, WISCONSIN

OFFICIAL NOTICE AND AGENDA

of a meeting of the Marathon County Public Library Board of Trustees,
Monday, November 21, 2016 at 12:00 noon
Library Headquarters, Wausau Room.

AGENDA

1. (12:00 p.m.) Call to Order
2. Acknowledgement of Visitors
3. Approval of Minutes
4. Bills and Services Report
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 - G. Wisconsin Library Trustees & Friends (WLTF)
 - H. Wisconsin Valley Library Service
7. (10 minutes) Update on Renovations – For Discussion and Informational Purposes Only
8. (10 minutes) Update on WLA – For Discussion and Informational Purposes Only
9. (10 minutes) Update on County Culture Initiative – For Discussion and Informational Purposes Only
10. (10 minutes) Update on Library Roof – For Discussion and Informational Purposes Only
11. (10 minutes) 2017 Holiday Closings – For Discussion and Possible Action
12. (10 minutes) Library Director Mid-Year Evaluation – For Discussion and Informational Purposes Only
13. (10 minutes) Newspaper Donation to HSMC – For Discussion and Possible Action
14. Announcements
15. Request for Future Agenda Items
16. Next Meeting Dates
 - Monday 12/19/2016
 - Monday 01/16/2017
 - Monday 02/20/2017
 - Monday 03/20/2017
17. Adjournment

Signed: 
Library Director

*All times are approximate and subject to change

"Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the Library Administration Office at 261-7213."

FAXED TO: Wausau Daily Herald, City Pages, and
FAXED TO: Other Media Groups
FAXED BY: H. Wilde
FAXED DATE: November 15, 2016
FAXED TIME: 12:45 p.m.

NOTICE POSTED AT COURTHOUSE

BY: _____
DATE: _____
TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, November 21, 2016. Headquarters Library, Wausau Room.

Present: Scott Winch, Gary Beastrom, William Gamoke, Sharon Hunter, Alison Morrow, Katie Rosenberg, Pa Thao, Ralph Illick

Excused:

Others: Matthew Derpinghaus, Leah Giordano, Thomas O'Neill, Heather Wilde

The meeting was called to order at 12:01 by Scott Winch.
Scott Winch welcomed visitors to the meeting.

A motion was made by Katie Rosenberg to approve the Board of Trustee minutes and the Personnel Committee minutes from October 17, 2016 meeting. Seconded by William Gamoke. Motion carried.

A motion was made by Sharon Hunter to approve the Bills & Services report for October. Seconded by Gary Beastrom. Motion carried.

Public Comments – None

President – President Winch reported that board members Gary Beastrom and Sharon Hunter have agreed to remain on the Library Board for another term. The Library Directors mid-year evaluations will be due before the December board meeting.

Other Board Members – No Report

Director's Report – Presented in the Board packet and by Director Ralph Illick.

- An email was received a couple of weeks ago from the Department of Public Instructions Libraries division. Tony Evers received a letter from one of our patrons who was unhappy with the fact that we are charging a fee for our fax service. We have been offering the service for quite some time. We do charge \$2.00 for the first page and \$1.00 for each additional page. This is in line with other places that offer the service. The patron was not very happy about being charged and was determined that we were trying to become a for-profit agency. They thought that we should offer the service for free or maybe suggest a donation. We are in compliance with what the statutes require for services that we are to require for free. A follow up email will be done after the board meeting with the results of the survey done to other libraries.

Board Committees – The Personnel Committee met and has extended unpaid leave until the January board meeting.

Friends of the Library – No Report

MCPL Foundation – Presented in meeting packet. Director Illick also reported that they will be writing a check at their January meeting for part of construction costs.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Presented in meeting packet. Board Member Rosenberg also reported that her appointment is up in December. WVLS is working on budget listening sessions. They would like feedback from those that attend. Anne Hamland is new to WVLS, since she has started there have been more training opportunities offered.

Update on Renovations

The renovations are in full swing, they did an awful lot of concrete work in about a day and a half. Communication has been excellent. There have been a couple issues with access to the building which has been resolved. They are on time with the renovations and everything is expected to be finished in early January. As this is shaping up, this really will be a great space for the Friends group.

Update on WLA

Attended WLA and there were more employees attending this year than in the past. There was good programming and exhibits. We would like more staff to take part in these opportunities. WVLS has been videotaping the webinars and classes that they have been offering.

Update on County Culture Initiative

We are still working on the alignment with county core values and developing culture here at the library. Tom O’Neill is currently involved on the LEAN team for Marathon County. They are looking into processes to make things simpler. We want to keep Tom involved on this team, but want to make sure the library is first priority.

Update on Library Roof

We have had a leak in the roof that is substation and it is been there for a period of time. Our Facilities Department has attempted over the years to get roofing contractors to elevate the problem without having to replace the whole roof. The Facilities Director assured Director Illick that they were working on the problem and it was a priority and it was schedule along with replacing the carpeting. We learned that the CIP subcommittee has voted to reprioritize the roof. There has been communication with County Administrator and he has assured us that it is not an issue, but the CIP committee does not have any projects for the library schedule thru 2021.

There was additional discussion about this agenda item.

2017 Holiday Closings

A motion was made by Katie Rosenberg to accept the 2017 MCPL Holiday Closings as presented. Seconded by Alison Morrow. Motion carried.

Library Director Mid-Year Evaluation

We will have a brief closed session in December to go over the Library Director’s mid-year evaluation.

Newspaper Donation to HSMC (Humane Society of Marathon County)

They are in desperate need of newspapers for training their dogs. The minimal amount of newspapers we have available we would offer to the HSMC.

A motion was made by Gary Beastrom to donate recycled newspapers to HSMC. Seconded by Sharon Hunter. Motion carried.

Announcements –

- Nominating Committee will need to work on the Library Board Officers

Request for Future Agenda Items - None

A Motion was made by Pa Thao to adjourn the meeting at 12:36. Seconded by Sharon Hunter. Motion carried.



Library Director