

Cambridge Community Library

March 11 2020

Attendees: Shelly Fosdal, Jacob Eckermann, Patty Strohbusch, Joan Behm, Paula Hollenbeck

Guests: Bernie Nikolay; Shawn Brommer, Patti Hoggatt, Bev Niesen, Robin Kantzler, Kathy Grunwald, Nathan Gerlach

Vice President Fosdal called the meeting to order

Introduced guests

Public Input – none

Motion made by Trustee Hollenbeck to move the presentations by Bernie Nikolay (New Business Item 1) and Shawn Brommer (Old Business Item 1) to current business Hollenbeck Seconded by Treasurer Strohbusch Motion carried.

Bernie Nikolay gave a presentation regarding the Cambridge Performing Arts Center (PAC) Referendum

- Looked at the need, the solution, and the process the School Board went through to get to the referendum.
 - Ref 1 = 9.9M project to build a PAC
 - Ref 2 = 150K for operating costs
- The school district buildings are used community-wide
- Cambridge is rated one of the best high schools in the nation and widely recognized as a very good school district
- 3rd referendum since 2012

Strategic Planning Update from Shawn Brommer

- Overall the community members love the library.
- Provided a summary of the survey – 1 rated question, 2 open-ended questions, 71 responses
 - Services all received a 4 or higher
 - Overall rating was 4.65; Customer Service was rated 4.75
- Hours of operation and programs were the lowest rated items at 4.18 and 4.10 respectively
- What is valued – most valued is the staff, least valued is the technology
 - Analysis is people value the connections the library provides/offers/facilitates
- Town of Oakland is the top municipality borrowing, Cambridge is #2
- Reviewed Library statistics from the 2019 Annual Report
- Average of 43 borrowers a day for 2018 and 2019 and 2016; 2017 averaged 46
- Common Themes
 - The facility has added a lot to the community
 - The new building has changed the vibe of service (staff comment)
 - The community values the staff, collections, and programs
 - Community wants more hours; more adult programs
 - How can we connect community member to other services in the community
 - A community that is inclusive and diverse (this reflects the collection)
 - Staff values that we are friendly and providing tailored services
 - Staff wants to have/facilitate more connections
- Reviewed the Themes of Goals for the Strategic Plan
 - A Place to gather – Passive experience
 - A Place to learn (educate/lifelong learning)
 - A Place to connect with the community (the community kitchen table) – Active experience
 - Gather – Learn – Connect
- Next Steps:

- Shawn will create a google form, draft goal statements, asked for input for measureable objectives, and ask for examples of activities to support the objectives (current and new)
- Monthly Reports
 - Joan will have the new report for the Staff vacation/sick/weekly hour for the April meeting
 - Joan will have a plan for implementing the changes from the review at the May meeting
 - Edits to meeting minutes:
 - Change in the meeting minutes to reflect the FOL chocolate Friendz will be March 30, not April 1st.
 - Change Labor Costs – the calculation is for the wage increase, not the Timesheet
 - Treasurer report - .28 on building account; .24 on grant; 1,328.63 interest has been earned on our \$50,000 CD.
 - Monthly expenses and budget comparison – there were a few bills for maintenance and repairs. Some of the dollars spent this month included items for the presentation board paid for by our 2019 Foundation grant.
 - Director’s Report – Question about the extra dumpsters taking up valuable parking spots – the old contracted refuse company has not yet picked up their dumpsters; Biggest trending item is the library is reaction to the COVID-19 virus outbreak. Joan will have a new policy about disease control for the board to evaluate and potentially approval for inclusion of our policy.
 - Labor costs – These labor costs now match the payroll cycle. February 21 – Joan has 8.2 hours and Patty said she had 2 hours for Joan. Bev has reached the threshold and is now eligible for WRS. The board reminded Joan to track for when the other staff members are getting near WRS so we can try to avoid additional people hitting the eligibility threshold. Asked for the report that showed the budgeting for the 2020 for staff dollars.
 - Other reports – WiFi; Usage stats; Manual count statistics; Statistics were presented in a very scaled down version. Also received OverDrive checkout graphic.
 - Hollenbeck Motion to approve reports; Fosdal second; All in favor; Motion passed unanimously
- Village report – Paula Hollenbeck discussed the two changes for the development of the property by the Shell Station.
- FOL report – presented the “basketballs” which are being used for the encouragement of membership drive. Chocolate Friendzy on 3/30. Meeting is 3/11/20 at 7:00 pm in the Library local history room. One item on the agenda is the CCLs board’s desire to no longer be a repository for the book collection. Fosdal and Strobusch will be at the meeting to address this item.
- Annual Report Review – Jacob had a question about the comments section where there was a note that some previous information may not have been accurate. There are no repercussions from those inaccuracies. Shelly asked about the purging for 2020. The person who had done this in the past retired so Joan will be working with staff to identify someone else to take on the task.
- Employee handbook will be postponed to the next meeting because we would like more of the board in attendance.

New Business

- New calendars will be done via Google docs. So if we do not have a Gmail account we will need to create one. Requested Joan to set up an account for the Board to use/share.
- Hourly usage statistics from Kristin – Looked at the checkouts by hour and average people by hour. Will include these reports in the next packet and have an agenda item to discuss what actions we may want to take as a result of the numbers we are seeing.
- Statistical information – we changed how some of the items are being reported. Will be asking the next couple meetings to see if there is any additional items the board would like to see.
- Sue’s resignation – Sue and Kathy job shared and did the cataloging in the summer/fall. Joan has put out some feelers to Marshall and Deerfield. Neither are interested at this point. Joan will now post on the South Central

job board and the Jefferson libraries. Kathy recognizes that someone may want to do it full time and the job share may no longer work.

- All Directors Meeting – Joan provided the agenda for the March 19 meeting.
- Donations as listed in the Director's report.
- Future items: Library epidemic policy/plan; Watch for the email from Shawn regarding the "homework" she has assigned to the board.
- Date of the next meeting is 4/8/20 at 7:00pm.
- Hollenbeck made a motion to adjourn, Eckerman seconded. Motion carried unanimously.