

T. B. Scott Free Library Board of Trustees
REGULAR MEETING
May 20th, 2020
Minutes

1. Opening

President Mike Geisler called the Regular Meeting of the Board of Trustees to order at 4:00 p.m. virtually facilitated through BlueJeans. Present: Katie Breitenmoser, Darcy Dalsky, Paul Gilk, Audrey Huftel, Richard Mamer, Tim Meehean and Jim Wedemeyer. Excused: Gene Bebel. Also present: Diane Peterson (Lincoln County Representative on the WVLS Board), Laurie Ollhoff and Nick Wszalek.

A thank you card was received from WVLS Staff for the funding received for the OverDrive Advantage Account. A letter was received from Susan Hass, Contracted Program Coordinator, indicating she will be resigning after the completion of her current contract.

There was no public comment.

2. Consent Items

M Meehean/S Huftel/C to approve the minutes of the April meeting as printed.

M Meehean/S Wedemeyer/C to accept the Monthly Revenue and Expense Report for April.

3. Reports/Discussion Items/Action Items

A. Update on COVID-19 Building Closure, Curbside Pickup and Plans for Reopening: Ms. Stevens gave an update on curbside pickup, online programming, and other current staff activity. At this time, the plan is to open the library on June 1st with the understanding that guidelines are coming from the Lincoln County Health Department and State Department of Public Instruction. Ms. Stevens will continue to work closely with Mr. Geisler to review the current situation and, together, they will make the final determination of opening. Mr. Wszalek has acquired the necessary cleaning & sanitizing products and will be training staff on building cleaning procedures prior to opening. Board members instructed Ms. Stevens to continue to keep the public informed via various means-newspaper, radio, social media regarding library closure, status, and current services.

B. Policy: Standard of Conduct for Library Patrons COVID-19 Restrictions/Protocols:

M Meehean/S Breitenmoser/C to accept the policy presented with the revisions as discussed. Board members stressed the need to continue to keep the public informed regarding the reasons for decisions made, which follow the most current public health guidelines.

C. Strategic Plan Progress: Goal #3: Updates to Goal #3 were provided.

D. Status of Church Property: Ms. Stevens updated board members on the new ownership of the church property. Ms. Stevens introduced herself to the new property owner and Mr. Bebel has been attempting to make contact by phone.

E. Wisconsin Trustee Essential #21-the Library Board and Accessible Services: Ms. Stevens provided copies of Trustee Essential #21.

F Reports from Friends and WVLS Representative: A copy of the WVLS Director's Report for April was included in the board packet.

4. Forthcoming Events & Library Director Report

- April Monthly Statistical Report was provided.
- This year's Summer Library Program will be facilitated through an online platform called Beanstack, in conjunction with the traditional paper format for both youth and adult.
- Ms. Stevens discussed her efforts towards partnering with MAPS concerning internet access and the use of hotspots.
- Ms. Ollhoff has coordinated a donation through the Wisconsin Face Mask Warrior Zone 6 Group, to provide cloth masks for all interested staff to wear at work allowing the library to realize the cost savings related to the purchase of disposable masks for staff.
- Ms. Maerz conducted the Short Story Group virtually via BlueJeans.

- Ms. Forde has been approved to provide USDA Summer Meals and we are now awaiting further instructions/guidelines.
- Ms. Stevens and Mr. Greenwood were scheduled to attend the next Kettering Initiatives for Democratic Practices Exchange in Ohio this week. That session is now being held virtually.
- Ms. Stevens gave a brief update on work being done by Mr. Greenwood regarding continuing progress with the AAC and other civic engagement initiatives.
- Ms. Stevens and Mr. Wszalek gave an update on the bathroom update project.

5. Adjournment

M Meehean/S Dalsky/C to adjourn the meeting at 5:05 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on June 17th at 4:00 p.m. in the Library Board room.

Stacy D. Stevens, Secretary