

**T. B. Scott Free Library Board of Trustees**  
**REGULAR MEETING**  
**September 16<sup>th</sup> 2020**  
**Minutes**

**1. Opening**

Vice-President Tim Meehan called the Regular Meeting of the Board of Trustees to order at 4:00 p.m. in the Library Community Room. Present: Gene Bebel, Darcy Dalsky, Paul Gilk (4:05-), Audrey Huftel, and Richard Mamer. Excused: Katie Breitenmoser, Mike Geisler and Jim Wedemeyer. Also present: Laurie Ollhoff and Aaron Svcek & Austin W. from Merrill Productions.

An invitation was received for the opening of the Northwoods Veterans Post. A copy of a thank you letter sent from Ms. Stevens to the WVLS Board for WVLS's leadership with the Beanstack software for our Summer Library Reading Program was provided for review.

There was no public comment.

**2. Consent Items**

M Bebel/S Huftel/C to approve the minutes of the August meeting as printed.

M Mamer/S Huftel/C to accept the Monthly Revenue and Expense Report for August.

**3. Reports/Discussion Items/Action Items**

A. Update on COVID-19 Building Closure, Curbside Pickup and Reopening: Ms. Stevens reviewed open hours and other services to the public.

- Staff are starting to see an increase in college student use and plans to utilize the community room for study space were discussed. Board members recommended that since our hours are reduced, staff consider developing and publicizing a list of places available for study throughout the community.
- At this time, staff are prioritizing room use by library events, library associated events-book groups & genealogy group, educational needs and job-related services.
- The story hour room has been made available for use. Youth Services staff are planning to offer a family program "Book Your Bubble." The concept is to offer immediate families/friends with children an opportunity to spend time away from home in a safe and clean environment at the Library. Immediate family/friends' groups will reserve the "Bubble" aka the Story Hour Room at specified times. Efforts will be made to equitably schedule the "Bubble" for area families/friends that are considered to be in their regular social bubble. In most cases, it will be family members.
- Thirteen youth have signed up for the After School Study Program and staff are actively promoting availability. There have been very few problems with after school parking.

B-F. Policy Review: Displays, Exhibits, Posting and Distribution of Materials; Donations; Memorial Books; Services of the Library; Sexual Harassment: M Bebel/S Dalsky/C to approve the policies as presented.

G. Strategic Plan Progress: Goal #2: Updates to Goal #2 were provided.

H. Status of Church Property: City Attorney Hayden updated the assignment of the parking lot agreement. Mr. Geisler has signed and awaiting new owner signature.

I. Wisconsin Trustee Essential #25-Liability Issues: Ms. Stevens provided copies of Trustee Essential #25.

J. Reports from Friends and WVLS Representative: Friends again provided refreshments for staff to show appreciation for their hard work and effort. A copy of the WVLS Directors Report for August was provided. A copy of the 2019 WVLS System Information and Public Library Statistics was given to City Council members, Mayor, City Administrator, Lincoln County Board members, and provided to Library Board members.

**4. Forthcoming Events & Library Director Report**

- August Monthly Statistical Report was provided.

- Ms. Stevens checked in with Traci Lesneski, CEO, MSR Design, regarding status of Space Needs Study. Ms. Stevens will be in monthly contact with Ms. Lesneski, although the project is on hold due to present pandemic restrictions. Board members discussed need to place this item on a future agenda for discussion.
- City audit report was discussed in relation to the Library Endowment Fund.
- Fall Family Story Time online every other week; a themed activity pack will be available monthly.
- Upcoming John Adams Citizen Study Group program facilitated by John Greenwood and Ms. Ollhoff.
- Partnering with Tomahawk Library, ADRC, UW Extension, and Merrill Enrichment Center to provide activity bags for adults in November and January.
- Trinity Class visits are taking place in the morning before opening to the public.
- Offering programming to PRMS and other schools-class visits, book boxes, author programs, voting programs.

**5. Adjournment**

M Meehan/S Bebel/C to adjourn the meeting at 5:00 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on October 21<sup>st</sup> at 4:00 p.m. in the Library Community Room.

Stacy D. Stevens, Secretary