

## Adams County Library Board Special Meeting Minutes

June 11, 2020

(These minutes have not yet been approved by the Library Board of Trustees)

The meeting was called to order at 2:00pm by Mary Nelson, Board President. Members present: Nelson, Townsend, David, Edwards, Theim, and Waugh. Peterson was excused. Erin Foley, Library Director was present. Marylu Silka was also in attendance.

The meeting was properly announced. There was no public input, but it is always welcomed. The meeting was accessible via video.

Motion to approve the agenda by Edwards/Townsend. Motion carried.

Bills were circulated for review and initials.

Motion to approve minutes by Townsend/Theim. Motion carried.

Motion to approve financial report by Theim/Townsend. Motion carried.

Treasurer's report given by Theim.

### **Communications and Reports**

Report on the Jeanne Heideman Scholarship was given. Hallie Moran received \$400.00, Greg Pfister received \$400.00, and Dallas King received \$200.00.

### **SCLS**

SCLS meetings 3/26, 4/23, 5/28 were all held virtually. Continuing updates on lockdown, state and Dane Co. guidelines, SCLS guidelines

-Re-opening phases and status

Delivery updates-Corey Baumann

-collection of materials and quarantine procedures

-Phased re-start updates

Migration update-V. Teal-Lovely

-IT instituting remote work and meeting accommodations for SCLS staff and member libraries

-migration issue resolutions

-research for new mobile app vendor

Audit report

New member introductions

### **Director's Report**

Circulation was down 21% for the year. Down 37% year-to-date checkouts, holds down 21%.

Budget 33% of the year and 31% of the budget.

Reported that Sue broke her arm. Also reported that June 23 will be Dylan's last day as library aide and Erin is going to re-advertise for the library aide position.

### **Quick Notes for April summary:**

Curbside Service-approved in March, short-lived because of ban due to the Governor's Emergency Order #12, then became permitted by Emergency Order # 28 and restarted Monday April 27.

Staff activities-staff continued to answer questions from the public by phone and email, book drop has continued to be open, they did stop some newspaper subscriptions but continued to get some local ones, staff have been working on inventory and weeding, Stephanie has been working on Children's area and planning layout for a teen area, and craft kits for curbside, staff also did some work from home.

SCLS activities- SCLS is trying to figure out how to work with the pandemic closings.

Community Center: The new air handling system is being installed in the Community Center.

Quick Note for May summary:

Another month without a board meeting.

Curbside Service-Started Monday April 27

Soft-Reopening-The Library will be open Tuesday May 26 starting at 10am but only the area near the circulation desk will be available for the public.

SCLS activities-Delivery service has run twice over the last three weeks.

Plans for Moving Forward:

Doors are open but there is no access to the stacks. Some people are coming in. There are two computers available and Erin is worried about patrons who don't have internet access. There are currently no restrictions to people allowed in the library. ACL is still doing curbside services. Erin notes that staff seems comfortable with where ACL is at now. Books are in quarantine for 4 days.

What should the next stage be for the library? Erin reports that there is not a specific source they are using for re-opening the library. No libraries that she knows of are opening up their reading rooms. She reports there is not a standard to re-open libraries. Erin commented that they have not had to search for PPE, but that they are well supplied.

Options for returning the library to full service:

Open the stacks

Partial availability of items to browse

Wait before making changes

**Discussion and Action Items**

a. Report on Library services and events since March 2020

Marylu Silka shared the Phased re-opening:

Phase 0 - book drop open

Phase 1 - curbside and phones in April

Phase 2 - County indicated County offices are open and this is the soft-reopening and where ACL is now

Phase 3 -might come next month with more computer access

Phase 4- still will have some social distancing programming

Summer Reading Program:

Digital Programming

Beanstalk

Outdoor Programming

b. Discussion and review of exterior Wi-Fi Access Point

Motion to approve the expenditure of the Wi-Fi extension with funds possibly coming from the Friends and the Foundation as costs come up by Edwards/Townsend. Motion Approved.

c. IMLS CARES Act Grant application

Motion to authorize Mary Nelson to present letter on behalf of the Board in favor of the Book Mobile by Them/Townsend. Motion approved.

**Agenda items for future meetings**

Update on Wi-Fi Access

Review Occupancy and Computer Needs and Restrictions if Necessary

Progress on Book Mobile

The next meeting will be June 22, 2020 at 2:00pm in the Adams County Community Center. SCLS Marty Van Pelt will be in attendance.

Meeting adjourned at 3:10pm

Respectfully Submitted,  
Theresa David