

MinutesMead Public LibraryBoard of TrusteesApril 23, 2020

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, April 23, 2020 in the City Hall Common Council Chambers. The following Board of Trustees members were present: Board President Maeve Quinn. Trustees attending remotely: Meg Albrinck, Chris Campe, Alderperson Mary Lynne Donohue, Marcos Guevara, Nancy Mannchen, Vice-President Kathie Norman, Sherry Speth and Kyle Whelton. Staff members present: Director Garrett Erickson. Staff attending remotely: Business Manager Debbie DeAmico, Administrative Assistant Sydney Mehn, Support Services Manager Cheryl Nessman and Public Services Manager Melissa Prentice.

OPENING OF MEETING: CALL TO ORDER AND DETERMINATION OF QUORUM MAEVE QUINN, PRESIDENT. Quinn called the meeting to order at 3: 11 p.m. She determined there was a quorum present. Roll call present were: Campe, Donohue, Guevara, Mannchen, Norman, Quinn, Speth and Whelton.

PLEDGE OF ALLEGIANCE. Quinn led the Pledge of Allegiance.

PUBLIC COMMENT [5 PEOPLE AT 5 MINUTES EACH] (PLEASE SIGN IN PRIOR TO MEETING). There was no public comment.

APPROVAL OF MINUTES. Whelton moved to approve the minutes from the April 2, 2020 meeting, Donohue seconded the motion. The motion passed.

CORRESPONDENCE, ANNOUNCEMENTS AND COMMON COUNCIL REPORTS Quinn reported that the deadline for applying for the Poet Laureate position is April 30 th. She also reminded board members that elections would be held next month and we would be appointed one new board member in replacement of former board member John Motiska.

NATIONAL LIBRARY WEEK APRIL 19 - 25 Quinn reported that this week is National Library Week and made the following statement:

This is National Library Week (April 19 - 25, 2020). It is a time to celebrate the contributions of our nation's libraries and library workers and to promote library use and support. From free access to books and online resources for families . to library business centers that help support entrepreneurship and retraining to educational and enriching programming libraries offer opportunity to all. Interestingly The theme for National Library Week 2020 is "Find Your Place at the Library," and it was chosen last year before the emergence of the Covid- 19 global pandemic.Hence, it was altered to Find the library at YOUR place . (clever librarians changing the order of the words!)As the impact of the COVID- 19 crisis continues to evolve and change the work of libraries and library workers, libraries are proving resourceful and resilient, serving as a

rich pipeline for content, delivering access to ebooks, movies, music, video games, virtual story times and activities, and so much more. We are so very grateful for the creativity and tenacity of our talented library staff at Mead Public Library.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION: BULLETIN BOARD POLICY Erickson discussed the updated bulletin board policy, noting the simplified text and change in wording to provide staff better guidance on acceptable and unacceptable items for posting. Mannchen suggested the addition of approval by designee from the current version. Whelton moved to approve the updated bulletin board policy with one addition, as noted. Mannchen seconded. The motion passed.

APPROVE CIP PROJECTS Erickson reported on the updated quote for the materials return room, noting that the cost of the bid had gone up more than double due to additional venting and heating requests. Completion for the project would be approximately 1 month. Norman moved to approve the bid for \$34,427 for renovations to the material room. Whelton seconded. The motion passed. Erickson next discussed the 2020 2024 CIP requests for the city, noting the HVAC phase 3 funding for 2021. Whelton moved to approve Erickson requesting CIP funds from the city as noted. Campe seconded. The motion passed.

DISCUSSION OF SERVICES OFFERED Erickson began the discussion by updating the board on the extended stay-home order from Governor Evers. He shared the DPI s interpretation of the order, and noted the allowance for curbside pickup options for libraries. He next presented a proposal that had been drafted by Prentice and Nessman for implementing this type of service at Mead. Services would begin on Monday, May 4 th, with returns beginning 2 weeks later, pending arrival of PPE items. Each board member was given an opportunity to express their thoughts/concerns regarding the plan. One concern that arose was regarding the process for returned material handling. Another concern was for the safety and comfort of the staff. Prentice clarified that this checkout process would be only books, and only items that are available at Mead, nothing from Monarch. We would also be utilizing the sanitization room once complete, and hoping to phase returns back in as slowly as possible. She further reported that staff involvement in this proposed plan is entirely voluntary and is only for staff who are willing and comfortable with it. Nessman included that they DO anticipate an overwhelm of returning materials, and that it really can t be avoided. It is a nation-wide concern. She noted that staff would be required to wear proper PPE, and that we have an order in for masks, gloves and gowns. One question arose about how patrons would be verified for their materials. Prentice responded that they will be required to give a name and a library card number. There will also be markers and visual cues in place to help avoid congregation of patrons all in one area. Donohue left at 4: 00 Nessmann noted that they are continuing to work on a plan for safely handling returned items. They are waiting for the PPE to arrive before they would begin accepting returns. Speth questioned how much the PPE would cost, and where the money would be coming from. Erickson responded that there is a pool of federally funded money, however it is unclear when and if it would be available to us. Otherwise, we would have the option to order items through the county at cost. Whelton moved to approve the presented curbside pickup proposal. Mannchen seconded. The motion passed. Whelton next moved to approve the safety guidelines for returning materials beginning May 11 or May 18, dependent on PPE arrival. Norman seconded. The motion passed.

DIRECTOR S REPORT UPDATE ON SERVICES AND PROGRAMMING Prentice reported on current services and programming. Most programs are currently being live streamed or recorded and posted to Facebook. Lil Rev classes have continued weekly with an average of 90 attendees for live sessions and more for the recordings. Storytime and Rhymetime are being offered weekly as well, averaging about 50 participants each. Staff are currently looking at summer programming, attempting alternate methods of delivery rather than just on Facebook. It will be dependent on restrictions being lifted. Staff are also looking ahead to fall to try to get creative with programs and delivery methods.

UPDATE ON BUILDING PROJECTS Nessmann reported that the catalogers are now working part-time onsite, getting new materials entered and removing weeded items. She further reported that there is a lot of various projects to the building, including painting, carpeting, updates to bathrooms, updates to water fountains and updated fireplace inserts. She gave kudos to Chase, IT Specialist for the expansion of our wifi access, reporting that it goes out almost as far as the bus stop on the corner.

MONTHLY STATISTICS Erickson spoke regarding the stats, noting that they would be significantly low this year of course. He did report however that the e-content stats had more than doubled.

LIAISON REPORTS MONARCH LIBRARY SYSTEM NANCY MANNCHEN Mannchen reported that the last update from Monarch had been two weeks prior, a note from Jennifer Chamberlain praising libraries for what they ve been doing despite the pandemic. Mannchen further reported that unfortunately Jennifer Chamberlain had accepted another position with WiLS, which is now a non-profit. She will finish out her 6 -month contract and then will be finished at Monarch. A hiring committee will be formed to begin the search for a new director. Lastly, Mannchen reported that there would be a webinar from IFLS and DPI on May 14 th entitled Top 10 tips to educate your board that she would be watching.

UPCOMING MEETINGS LIBRARY BOARD OF TRUSTEES (5 / 28 / 20 @ 3: 45 pm)

ADJOURN MOTION TO ADJOURN Albrinck moved to adjourn the meeting, Whelton seconded. The motion passed.

Being no further business, the meeting adjourned at 4: 34 p.m. Generated by Sydney Mehn on Tuesday, April 28, 2020.