

*****ATTACHMENTS*****

Minutes
Mead Public Library
Board of Trustees
March 18, 2020

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Wednesday, March 18, 2020 in The Rocca Room. The following Board of Trustees members were present: Board President Maeve Quinn, Chris Campe and Vice-President Kathie Norman. Trustees attending remotely: Meg Albrinck, Alderperson Mary Lynne Donohue, Nancy Mannchen Sherry Speth and Kyle Whelton. Staff members present: Director Garrett Erickson, Business Manager Debbie DeAmico, Support Services Manager Cheryl Nessman and Public Services Manager Melissa Prentice Staff attending remotely: Administrative Assistant Sydney Mehn. Board of Trustees members absent: Marcos Guevara. Public present: Public attending remotely:

1. OPENING OF MEETING:

- 1.1 ROLL CALL – TRUSTEES ALBRINCK, CAMPE, DONOHUE, GUEVARA, MANNCHEN, NORMAN, QUINN, SPETH AND WHELTON MAY ATTEND REMOTELY. Quinn called the meeting to order at 3:01 p.m. She determined there was a quorum present. Roll call present were: Albrinck, Campe, Donohue, Norman, Quinn, Speth and Whelton.
- 1.2 PLEDGE OF ALLEGIANCE. Quinn led the Pledge of Allegiance.
- 1.3 PUBLIC COMMENT [5 PEOPLE AT 5 MINUTES EACH] (PLEASE SIGN IN PRIOR TO MEETING).
 - Trish Federer: Discussed her opinion on the proposed curbside pickup options. She felt that it was going to be vital that it be made available to the public.
 - Cheryl Nessman: Raised concern over the population of homeless people in the area that utilize our facilities. Suggested taking that into account, whether that be opening up the breezeway or perhaps the Rocca room.
 - Anneliese Finke: Expressed her apprehensions about a curbside type pickup. She noted that the primary source of the virus spreading is in undetectable cases. She cited several articles that discussed the specifics of the virus. She also noted that several libraries in Wisconsin had initially provided these types of services, however had shut them down fairly quickly.
- 1.4 APPROVAL OF MINUTES. Norman **moved** to approve the minutes from the February 27, 2020 meeting, Whelton **seconded** the motion. The motion **passed**.

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

- 2.1 SERVICE RESPONSE DUE TO CORONAVIRUS Erickson began the discussion by recapping the decisions that had been made up to this point. He talked about the Governor Evers orders, the shutting down of schools indefinitely, and the closure of many public and private businesses and buildings. At that point, he talked about the types of things the library staff had been discussing as options to continue serving our community. Management has discussed that any staff that can should still be able to come in to work. Staff is still able to do a lot of back end work. Some suggestions have also been brought up regarding various services that we can offer to our patrons. Any digital services that we can provide are ideal. This can consist of downloadable content,

programs and storytimes, etc. Another idea was to implement already to create a no fine initiative and due dates will be extended until the library re-opens, after which there will be a five-day grace period. In addition, 2nd floor can still take reference calls and emails. The topic of curbside pickup was next discussed. Quinn remarked on her concern for our staff, that strict protocols would need to be put into place for no-contact. Whelton felt that while curbside pickup is a good idea in theory, he was not in support of the concept because of asymptomatic transmission. It is still very unclear what the Covid-19 survival time is on surfaces, and the fact that the incubation time is between 5-11 days currently before becoming symptomatic. Whelton felt that it would be best for staff to continue thinking of and implementing creative ways to offer services. Norman countered that in such a volatile time, we should be providing more services rather than less. When there is the potential for people to be stuck at home in quarantine, books, while not essential, begin to feel more essential. She expressed concern with where all the people that normally come to the library every day are going to go. Donohue next spoke, her opinion was that it may not be the best idea for us to be embarking on a potentially very complicated service such as curbside, when things are changing constantly. Her suggestion was to focus on the online resources, and keeping any services that we can. If additional costs are associated, it may be wise to approach the Foundation for assistance. After a few weeks, we can revisit the idea, once more information is available. Mannchen and Speth both expressed their concern over opening the library up to homeless populations during this time. Mannchen pointed out that Monarch delivery services had been suspended, and that we need to be making educated decisions. Campe pointed out how much population would benefit from the curbside service, any that don't have devices or internet service.

At this point, the phone system cut out and all board members called back in. Quinn completed another roll call to determine which board members were still there remotely. Whelton brought up that while he does agree with Norman, that our services are crucial, he also agrees with Donohue that it would be more responsible for us to revisit this topic in a week or so. Norman suggested that, in the interim, the library should research what protocol other Monarch libraries have put in to place for curbside pickup. She also suggested that staff be able to opt-out of working in that area if they do not feel safe. Donohue pointed out that it would be prudent to check with our liability insurance to see what would be allowed.

Quinn provided a report on the research she had done regarding the homeless population. She discussed her conversations with Health and Human Services, Salvation Army and United Way. HHS is focusing on the virus and precautions and is not able to take on the issue of homelessness. Salvation Army and United Way are working towards solutions, fortunately they are not at max capacity, however they would need more manpower to be able to offer additional services to the homeless. Quinn then inquired about how many homeless population we serve on a daily basis. The general consensus was between 10-20 every day.

The next discussion was regarding HR questions that had arisen. Erickson commented that the City had not been providing directives on time-off or guidance for working statuses. Donohue responded that in addition to PTO, offering time-off would be a significant financial undertaking. One suggestion that arose was to use reserves. Donohue noted that this has not been calculated. Erickson inquired from the two SASD board liaisons on what they had done? Whelton spoke, indicating that all staff continue to be paid, and in fact onsite staff is receiving double pay due to the risk. He noted Governor Evers decision to terminate classes indefinitely, and speculated that the school year is, for all intents and purposes, over. Donohue assured the group that as time goes

on, the City will get it sorted out, and Quinn noted that it's good that we are asking these questions. Whelton pointed out that a lot of the solutions we are looking for are going to be dependent on decisions made at the federal level because of the resources we at the local level lack. Norman suggested that we plan to meet again once congress has a firmer plan in place. Whelton moved that in the meantime, Erickson had the ability to make the determination on when to re-open the library. Speth seconded. The motion passed. The group will reconvene in 1-2 weeks to re-discuss.

3. UPCOMING MEETINGS

3.1 LIBRARY BOARD OF TRUSTEES – (4/23/20 @ 3:45pm)

3.2 BOARD OF TRUSTEES FINANCE COMMITTEE MEETING (4/23/20 @ 3:00PM)

4. ADJOURN

4.1 MOTION TO ADJOURN Albrinck **moved** to adjourn the meeting, Norman **seconded**.
The motion **passed**.

Being no further business the meeting adjourned at 4:19 p.m.
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