



Library Board of Trustees--Meeting Minutes

Thursday, May 14, 2020

Via GoToMeeting

The virtual meeting of the Brodhead Memorial Library Board was held using GoToMeeting. It was called to order at 4:01 by Board President Kelly Gratz. The following members logged in: Diane Anderson, Kelly Gratz, Cassandra Huffman, Kirsten Novy, Nancy Nettessheim, and Erin Menzel. Joe Kohlman joined the meeting at 4:20 p.m.

The meeting agenda was approved on a motion from Kirsten Novy and a second from Diane Anderson. The minutes were approved with the correction to the spelling of Cassandra Huffman's name. Motion made by Kirsten Novy and seconded by Cassandra Huffman.

Discussion of the library operations during the present Covid-19 pandemic took place. At present the library will give curb service to patrons who put books on hold. The pick-up and return of materials is on Wednesday and Saturday, 9-1. To answer the main question of when to reopen the facility, the following items must be addressed:

- How many people are allowed in at one time and how will that be regulated?
- Will masks be required and how will that be enforced?
- What services will be available when library is open?
- What would the liabilities be once the facility is open?

Motion was made to discuss when to open, what that will look like and what limitations will be imposed at the next meeting, with the earliest possible opening date June 15.

Motion made by Kelly Gratz, and second by Diane Anderson. Motion passed. Motion made by Diane Anderson to continue compensation for library staff as per discussion at the March meeting. Second was made by Joe Kohlman. Motion passed.

The financial report included the use of the memorial funds from the Dick Koller family. The family would like the majority of the \$3,500.00 to go to artwork in the library with some money also used to purchase books. The financial report was approved following a motion from Joe Kohlman and a second from Kirsten Novy.

The Director's Report discussed the present circulation and use of WiFi services. Any programming for the foreseeable future is on hold. Director Noel is investigating the creation of grab and go kits for literacy, crafts, and STEM. The maintenance position will be posted and resumes will be gathered. The Director's Report was approved on a motion from Kelly Gratz and a second from Diane Anderson.

Future agenda items include when to reopen the library and the steps needed for a safe use of the building. A motion was made by Diane Anderson and seconded by Joe Kohlman to adjourn. Motion passed. Meeting adjourned at 5:10.

Minutes respectfully submitted by Nancy Nettessheim, secretary