



Library Board of Trustees--Meeting Minutes

Thursday, June 11, 2020

Via GoToMeeting

The June meeting of the Brodhead Memorial Public Library was held virtually. President Kelly Gratz called the meeting to order at 4:01. Diane Anderson was absent. Those in attendance were Cassandra Huffman, Joe Kohlman, Erin Menzel, Kirsten Novy, and Nancy Nettesheim.

The agenda was approved following a motion from Kirsten Novy and a second from Erin Menzel.

Minutes from the May meeting were approved with the adjustment of "times" to "items". Motion was from Cassandra Huffman and a second from Kirsten Novy.

Kelly Gratz made a motion to recommend to City Council our choice of the quote from Boldtronics for the installation of security motion cameras. Second was from Cassandra Huffman. Roll call vote was unanimous

Following much discussion the Library Board determined to keep the library access as it is until the next meeting in July. There is still no maintenance person; there is a lack of testing in Green County; there is a lack of supplies for sanitizing; there is a question of maintaining privacy in the event of a need for tracing.

As a result of the previous issues, the Board decided to go to Phase 1 in opening the library in July. This would mean the following are in place:

- No computer or meeting room use
- No water fountains or restrooms
- One way in and one way out
- Library Express will be in effect
- Curbside pickup will be available by appointment
- Recommend masks, hand sanitizing for patrons
- Strongly recommend 1-2 people only per household enter the library
- No fines until Phase 2 or 3

Library Express will mean the library is open Monday through Friday, 9-1, 2-6. Books will be handed out only from those placed on hold. In some cases a patron will be able to request a book or types of books and then return for pick up after staff have sufficient time to get the item(s). Phase 1 book returns will be to plastic bins placed outside only open when staff are scheduled.

Phased reopening of the library as presented using Library Express was the motion from Kelly Gratz with a second from Kirsten Novy.

If the county needs to use the library parking lot for drive through testing for COVID-19, the Board approves that use, with the building being closed for that time. Motion by Kirsten Novy and a second from Erin Menzel.

Motion was made to continue staff compensation as it has been since the beginning of the pandemic. This will be in effect until the library moves to 96% of pre-COVID hours (July 1). If there is a future lockdown the compensation will return to previous rates as are now in effect. Motion made by Kelly Gratz and a second from Kirsten Novy.

Motion from Joe Kohlman to accept the communicable disease policy. Second from Erin Menzel.

Financial report showed no additional vouchers or reimbursements. Motion to accept by Kirsten Novy and a second from Cassandra Huffman

The Director's Report included the following:

- New routers will be installed Friday
- Maintenance position interview scheduled. If not acceptable, will consider cleaning service until appropriate individual is found
- Virtual programs for summer
- Virtual Summer Reading Challenge

The Director's Report was approved following a motion by Kelly Gratz and a second from Cassandra Huffman.

Joe Kohlman made a motion to adjourn at 5:44 p.m. This was seconded by Kirsten Novy. Motioned passed

Minutes respectfully submitted by Nancy Nettesheim, secretary