

**BRILLION PUBLIC LIBRARY BOARD**  
**Brillion Public Library 10:30 A.M.**  
**June 17, 2020**

In the interest of public health and safety, members of the Library Board and the public were provided access to the meeting via Go to Meeting.

**CALL TO ORDER:**

Marc Axelrod called the meeting to order at 10:35AM

**ROLL CALL:**

Present were: Marc Axelrod, Mona Cox, Tammy Fischer, Dominick Madison, T.J. Moehr (had to leave at 11:30. Back at 11:45), Amy Riemer, Marilyn Schuh, Brittany Smith, and Nancy Zimpel. Also present was Library Director Rachel Hitt. Absent: NA

**PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was recited by the group.

**APPROVAL OF AGENDA:**

**Motion:** Nancy moved to approve the agenda as printed. Seconded by Marc Axelrod. Motion carried

**APPROVAL OF MINUTES- May 20, 2020**

**Motion:** Marilyn moved to approve the minutes of the May 20, 2020 Board meeting as printed and circulated. Seconded by Mona Cox. Motion carried.

**COMMUNICATIONS:**

Optimists Club - \$700 SLP

Friends of BPL - \$300 for SLP & \$160 for Trail Tales

American Legion Auxiliary - \$15

**LIBRARY DIRECTOR'S REPORT:**

**a. Circulation:**

Bazaar After Dark was removed from the 2019 numbers since that does not count as a program by the DPI's definition.

**b. Financials**

**Financial:**

There are 2018 and 2019 donations in reserves (approximately \$450) that Rachel will use before year end so we are not carrying them into 2021. The funds will be used to fill gaps in our collections.

**Motion:** Mona Cox moved to accept the Financial Report as written and circulated. Seconded by Marilyn Schuh. Motion carried.

### **c. Library Happenings:**

Meetings are virtual at this point and include city meetings, library system meetings, and are as listed.

Rachel has been accepted as a mentee in the WLA Mentorship Program, which is a new program. Her mentor is Angela Noel, the director of Brodhead Public Library. There will be an on-line orientation meeting on June 29<sup>th</sup>.

### **Automation/Technology:**

#### **Shared System/LARS:**

Libraries were eligible to apply for LSTA/CARES Connectivity Grant Funds through MCLS. The library has set up a Go to Meeting account (which will be billed and paid through MCLS) that will be funded through this grant. Additional funds were requested to boost our wi-fi signal and for equipment (digital camera and accessories) for recording/broadcasting virtual storytime and other programs. A full list will be provided once official approval has been granted.

#### **Technology updates:**

As noted in the report, the USB to Ethernet converter for the marquee sign stopped working and required replacement. The new converter will be installed soon.

The cataloging workstation was moved to the back of the staff workroom (with the tables from the teen area) to allow for social distancing and access to rest of the staff workroom throughout the day. An Ethernet switch (with five ports) and an Ethernet cable were ordered and installed. This expense will be reimbursed by FEMA as a COVID-19 expense.

A power outage overnight required resetting the modem on June 11 and enabling an Ethernet port on one of the staff computers. Margie assisted with this.

### **BUILDING AND GROUNDS MAINTENANCE**

#### **Any Building and grounds issues**

ACC stopped in June 10 to check on airflow in the back half of the building. An increase in air resolved the issue.

The automatic door opener to enter the library from the Main Street vestibule is not working, and three of the four buttons on the Main Street doors weren't working properly. Andy Geiger was able to reset the boxes and fix all but one. Tri-City Windows and Doors has been contacted.

Building & Grounds Committee will meet again this year. The date will be determined by Rachel. Nick will replace Linda Dieter on the committee.

### **LIBRARY PROGRAMS**

#### **Library Friends**

The Friends donated funds to the SLP and Trail Tales.

### **Summer Library Program**

Registration and the program began on June 15. We did not have school visits this year, and we're just reopening, so we're relying on word-of-mouth, social media, etc. We're very fortunate to be able to provide a virtual program with Beanstack, even though the change may not suit everyone. We're awarding all "weekly" prizes at the end of the summer in a prize pack.

### **Ongoing program updates**

All in-person programming is suspended. A weekly online storytime is provided on Tuesday mornings. Trail Tales is running through June 30 at Brillion Nature Center. The Storytime presentations on Facebook are being watched live and after the fact. The number of views of the posted videos is higher.

### **MANITOWOC-CALUMET LIBRARY SYSTEM**

The system directors and other staff continue to meet regularly as we continue to adapt our services and processes.

The annual Calumet County Library Advisory Committee Meeting is at the Chilton Public Library on June 17, 2020 5:00 PM - 6:00 PM (CDT) or via Go to Meeting.

### **COVID-19 LIBRARY SERVICES**

The library reopened as planned on June 15 on an appointment-only basis with a limit of 10 people in the building, including staff. Staff workstations and library catalog have been moved to enable social distancing. Student employees are scheduled to come in before the library opens to shelve. It has been relatively quiet so far in terms of foot traffic, though the phone has been busy. Curbside pickup is going well.

### **PANDEMIC POLICY**

There are two general approaches we could pursue. 1) Update existing policies to add sections/language specific to pandemics 2) A standalone pandemic policy that tackles all of the elements in a single policy. DPI doesn't mandate which option must be followed. It is up to each library to decide.

Rachel noted a need for interim guidance or language that officially grants the library director the authority to adapt library services, hours, etc. as needed to respond to changing circumstances in a timely manner.

The library board directed that Rachel has authority respond to changing circumstances in a timely manner.

### **BROADCASTING POLICY**

The library board discussed whether it was time to update this policy and/or to incorporate new language to specify that broadcasts must be scheduled to air during the library's regularly scheduled hours and will not be provided during library closures.

**Motion:** Marc moved to craft a broadcasting policy stating churches and organizations can transmit on CAC during regular library hours and that a church member is responsible for the CD/DVD unless a staff member is available. This policy is to go into effect July 5, 2020.

Seconded by Marilyn Schuh. Motion carried.

## **NEW BUSINESS**

### **COMMITMENT TO RACIAL EQUITY STATEMENT**

Proposed statement:

Brillion Public Library strives to serve all members of our library community through our mission of enriching, educating, and inspiring our community to gather, participate, and engage. To fulfill this mission, Brillion Public Library acknowledges and will continue to work to dismantle systemic racism. We condemn all racial and social inequities, and are committed to working toward equity in our community through our partnerships and by providing services to all people. We will continue efforts to ensure that our collections and services reflect and celebrate the diversity of our community, state, and nation. We are committed to promoting respect, equality, and compassion and providing a space where all are welcome. This commitment is endorsed and led by the Library's leadership.

THIS ITEM IS BEING TABLED TO THE NEXT BOARD MEETING.

### **FINE FREE POLICY**

As of June 1, 2020, Chilton Public Library, Kiel Public Library, and New Holstein Public Library are fine free. In response to an earlier request for more information on the topic, Rachel provided background on the topic and fine revenue numbers for 2017-2019.

THIS ITEM IS BEING TABLED TO THE NEXT BOARD MEETING.

**PRESIDENT NA**

**CITIZEN INPUT NA**

### **SET NEXT MEETING DATE**

The next Brillion Public Library Board Meeting will be held on July 15 at 10:30 a.m.

### **ADJOURNMENT:**

**Motion:** The meeting adjourned at noon.

Tammy Fischer, Secretary