

BRILLION PUBLIC LIBRARY BOARD
Brillion Public Library 10:30 A.M.
May 20, 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, Amy Riemer, Marilyn Schuh, Brittany Smith, and Nancy Zimpel Also present was Library Director Rachel Hitt.

APPROVAL OF AGENDA:

Motion: Dominick Madison moved to approve the agenda and move item 13 (Pandemic Policy) to precede item 12 (COVID-19). Seconded by Brittany Smith. Motion carried

APPROVAL OF MINUTES- April 22, 2020

Motion: Marilyn Schuh moved to approve the minutes of the April 22, 2020 Board meeting as printed and circulated. Seconded by Nancy Zimpel. Motion carried.

COMMUNICATIONS:

None.

LIBRARY DIRECTOR'S REPORT:

a. Circulation:

Patrons who renewed their materials while we were closed (despite the fact it was unnecessary) are the source of the circulation statistics. They will be stricken from the record.

Curbside began on May 4. There were 65 scheduled pickups in the first week and 61 scheduled pickups the second week.

b. Financials

Financial:

There was not anything to add to the reports.

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

c. Library Happenings:

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

Automation/Technology:

Shared System/LARS: The system directors continue to meet periodically for updates.

Technology updates: Nothing to report

BUILDING AND GROUNDS MAINTENANCE

Any Building and grounds issues

A technician from ACC came and was able to switch over 95% of the controls, but the air handler is in the 5% to be switched. ACC will return on June 22 to make the switch. The chiller is ready for summer. The pump on the chiller had a leak that has been repaired. The leak that was repaired in the vestibule to the parking lot did not cause any issues with the rain and wind over the weekend, which is a positive sign that the entire leak was repaired.

LIBRARY PROGRAMS

Library Friends

Nothing to report.

Summer Library Program

The library will be using the app Beanstack, which is being provided by the DPI. This reading app/website allows us to create virtual reading programs, including activities and drawings. Our four programs (Read to Me, Youth, Teen, and Adult) must be created and submitted for review before Memorial Day for a June 15 start date.

All in-person programming has been canceled.

The venue for Battle of the Books (if we're able to hold it) has changed to Manitowoc Public Library since Holy Family College is closing at the end of the summer.

Ongoing program updates

All in-person programming is suspended. A weekly online storytime is provided on Tuesday mornings. Trail Tales is ready to proceed, with final dates to be set once Louie has approval from the DNR. Two books are posted. Both Louie and Rachel are happy to be able to provide an in-person program.

MANITOWOC-CALUMET LIBRARY SYSTEM

There is an MCLS Trustee Meeting scheduled on May 27 via Go to Meeting. There will be additional MCLS updates in the discussion of COVID-19. This is the one of the regularly scheduled meetings, which occur bi-monthly. The Calumet County Library Board meeting is usually held in May. Rachel will follow up with Becky Schadrie.

PANDEMIC POLICY

A draft policy that requires legal review prior to approval was provided for review. The city attorney recommended hiring an attorney more familiar with library policies and law to review the pandemic policy and the pending social media policy since this attorney would likely be more efficient and provide cost savings. This could be considered a contracted service. Marc

Axelrod and Dominick Madison directed Rachel to seek guidelines from the ALA and policies from other libraries to draft a policy. A social media policy will be on next month's agenda.

Policies require board approval, and procedures do not, but Rachel provided procedures related to the pandemic as well as a telecommuting work agreement for the board's reference.

COVID-19

Library services

On May 13, the Wisconsin Supreme Court ruling struck down the Safer at Home order (and by extension, the Badger Bounce Back Plan). The school closure portion of Safer at Home was not stricken, and schools will remain closed.

The guidelines provided by the DPI for reopening libraries were tied to the Badger Bounce Back plan, which is no longer in play. Each library is left to find its own way while adhering to social distancing requirements and gathering limits. The DPI recommends that libraries continue to prioritize personal safety and capacity when determining the appropriate level of library service.

All MCLS libraries have cancelled in-person programs for the summer, and meeting rooms will not be available for public use. The number of patrons in the facility will be limited, and social distancing will be strictly enforced. All libraries will continue to offer curbside service, though it may be on a more limited basis. While all libraries are putting mitigation measures into place, all agree that there will be risks associated with library use.

Manitowoc, Kiel, and New Holstein are scheduled to reopen on May 25. Chilton has a tentative open date of June 1. Lester will remain closed through the month of June.

There has not been pressure from the city to reopen at this point. The board discussed factors influencing the timing of opening Brillion Public Library to the public. The Brillion Community Center plans to reopen gradually with open swim a possibility in July.

Key factors considered included

- Safety of the public and staff
- Cleaning/sanitizing
- Adapting staff work areas
- Adapting public areas
- Space requirements – quarantine, curbside, plus public access
- Appointment-based model

Time is required to make the necessary adjustments and acquire supplies and equipment. New Holstein is limiting the number of people in the library to no more than nine, including staff. (2-3 workers and 5-7 patrons maximum) Dominick Madison advised Rachel to contact Calumet County Health for advice specific to our location.

Book carts

Opening the building to the public limits the space available to quarantine materials and run curbside pickup. Materials may be quarantined in the basement, but that transferring materials via the elevator. Transport and quarantine of materials requires additional carts. Rachel proposed the purchase of book carts to address this new need and recommended the purchase of four carts.

This purchase would be eligible for reimbursement through the federal government as a COVID-19 expense.

Motion: Marc Axelrod moved to purchase four carts to be paid from library reserves
Seconded by Mona Cox. Motion carried.

Rachel requested input on potential opening dates. Did the board want to wait until after the HVAC conversion scheduled for June 22? Library hours will be limited, curbside pickup service will continue, and time limits on computers may be changed. The board agreed upon a tentative reopening date on June 15 if cleaning supplies have been secured, carts are ready, and external factors related to COVID-19 have not changed significantly.

NEW BUSINESS – N/A

PRESIDENT – N/A

CITIZEN INPUT – N/A

SET NEXT MEETING DATE

The next Brillion Public Library Board Meeting will be held on June 17 at 10:30 a.m.

ADJOURNMENT:

Motion: The meeting adjourned at 11:40 AM.

Mona Cox, Acting Secretary