

East Troy Lions Public Library

Board Meeting Minutes

May 19, 2020

1. **Call to Order:** President Murphy called the meeting to order at 3:00 pm. Director Gartman and Trustees Bartoli, Brobst, Consiglio, Manschot, Nugent, and Thomas were present.
2. **Citizen Participation:** No citizen participation.
3. **Introduction of New Library Board Member:** Nancy Manschot
4. **Approval of Library Board Minutes:** Approval of Minutes dated March 10, 2020 and Minutes dated March 17, 2020 . Trustee Nugent moved and Trustee Brobst seconded to approve the Minutes dated March 10, 2020. Motion carried. Trustee Nugent moved and Trustee Brobst seconded to approve the Minutes dated March 17, 2020. Motion carried.
5. **Representative Reports:**
 - a. **Friends of the Library:** Meetings have been suspended until the fall.
 - b. **Town of East Troy:** Meeting time changed in response to Social Distancing. The Annual Meeting will be in the fire station to allow for more attendees.
 - c. **Town of Troy:** By the end of the week culverts will be in place and the road poured by Booth Lake. The rain has affected the completion timeline.
 - d. **Village of East Troy:** The Board has been meeting via Zoom. Expired library impact fees of approximately \$45,000 have been returned to the appropriate businesses.
 - e. **School Board:** Virtual School for the regular school year is winding down. Now the district is working out details for Virtual Summer School.
 - f. **Lakeshores Library System:** A long discussion over van delivery resulted in agreement to have the Racine Public Library do all sorting with van deliveries on Mon & Thurs. Each library will sanitize all materials that come into their book drop. Van boxes will be sealed with tape and dated when full. They will then be held for 72 hours in Racine before being sorted. Holds are currently suspended until libraries re-open after May 26th. Due dates on all currently checked-out materials are June 10th. RFID Tags would cost us \$2,000 and were not budgeted for this year. However, Lakeshores IT offered to pay for it and provide an extra staff person for the project this year. (Among other benefits the tags help with sorting in Racine.) Gartman accepted their offer. Sometime in the next month, we should be getting two new PCs and two new monitors.

- g. **East Troy Community Center:** The center is closed but volunteers have worked to arrange for regular meal donations and pick up.

6. Director's Report: Discussion/Action Items:

- a. **Library Expenditures Report - Money Collected - Library Financials (provided by the Village) - Library Statistics Report**
- b. **Library Updates (Discussion): Programming Report** - All adult Programming has been canceled and rescheduled for a new start in October. We have canceled Pre-School Reading, Lego, and Read to Tucker Sessions until school starts in the fall. The Summer Reading Program has been canceled. **Staff Activity & News** - During the work week, Staff members have each taken a day and come in for between 4-6 hours on their assigned day. They each have projects Director Gartman assigned them and they regularly clean out the book drop. Gartman comes in every day to make certain the building is okay and to handle administrative tasks that need to be done. There was one Staff Meeting on Friday, April 24th in which Wednesday Afternoon Front Door Pick-Up was set up. Front Door Pick Up has gone well and in general, patrons have followed the instructions. **Building Update** - Gartman submitted a grant application to pay for the Hearing Loop Project. A locksmith was in on May 12th to replace some doorknobs and rekey the building. Now instead of 7-8 keys, only 2 are needed. Internal locks for the two inside doors were fixed. Parts are no longer available for these locks which may necessitate replacement of the actual doors. A new top of the line First Aid Kit has been mounted on the wall in the office. **Misc. -** Some patrons were unhappy about the library closing in March. They felt the library needed to stay open as a place for parents to bring their kids. Gartman explained the library fell under the Governor's Stay-at-Home Order. With the WI Supreme Court lifting of the Order, people believed the library should immediately resume normal hours. Gartman explained the re-opening would happen after the Library Board met to make decisions. Others were angry about the canceling of the Summer Reading Program.
- c. **Pandemic Information - DPI/Libraries going forward (Discussion):** Library Directors were required to attend a webinar about opening protocol. Final decisions

are up to the Library Board; however, DPI did provide suggestions and libraries must follow Department of Health & Safety guidelines.

- d. Summer Reading Program & Possible Replacement (Discussion):** The SRP involves large gatherings that are not acceptable at this time. The State of Wisconsin has funded a computer program called Beanstack to use in its place. The program allows readers to track their reading and works with the library's catalog to identify age appropriate books.
- e. Change to Summer Hours (Discussion & Action):** Trustee Thomas moved and Trustee Consiglio seconded to approve summer hours as presented with the addition of curb side pick up on days the library is open. Motion carried.
- f. Change to PC Time Allowed (Discussion & Action):** Trustee Thomas moved and Trustee Consiglio seconded to accept Gartman's recommendations for PC use with the change to 30 minutes and moving PC 1 and 3 to the lower level if possible. Motion carried.
- g. Social Distancing (Discussion & Action):** DPI recommends 10 per level for a building our size. Trustee Thomas moved and Trustee Consiglio seconded to accept Gartman's Social Distancing recommendations with revisions including opening up the lower level when possible. Motion carried.
- h. Change to 4th of July Holiday Schedule (Discussion & Action):** With no Lion's Club celebration hours were reviewed. Trustee Thomas moved and Trustee Consiglio seconded to accept Gartman's proposal to revise the 4th of July hours to a three day weekend. Motion carried.

7. Library Board - Future Items: Library Board roster

8. Adjourn: President Murphy adjourned the meeting at 4:17 pm.

Next meeting: Tuesday, June 9, 2020 at 3:00 pm

Respectfully Submitted,

Tami Bartoli, Secretary