

Minutes of the Emergency Board meeting held on April 30, 2020 at 5:30 pm (Preliminary)

Board Members Present:

Kathy Burkhardt, Candice Smrt, Sharon Groene, Mary Whitcomb, Phil Hecht, Anne Heitz and Ron Welder.

City Council Liaison Present: Bob Morawitz

City Staff Present: Sarah Clendineng

Meeting Room.

The director recommended suspending public, non-library use of the meeting room until the Governor allows social gatherings of 100 people or more, taking new meeting room reservations and notifying existing reservations. The director also had concerns about the ability to sanitize the meeting room after weekends, especially between groups on Saturday and Sunday. It was recommended that meeting room use be limited to regular library hours and the size limit determined by the governor's recommended size for social gatherings.

Motion that the meeting room will be available during regular library hours with group size limited based on the governor's recommended size of social gatherings – Hecht; 2nd – Welder. Unanimously approved by roll call vote.

Approval of phased reopening plan

The director reported that, after a meeting with the mayor, city manager and other department heads yesterday morning, it was recommended that phases 2 and 3 of the plan she had sent to the board be eliminated and that, when the library was opened, all services would be available. The board was okay with this.

The director also wanted feedback about limiting the first hour that the library is open to vulnerable populations. There were questions about who would determine what a vulnerable population was and the director said it would be self-determined. There was also a board member who was concerned if this was necessary in the library setting and might cause problems. Based on library hours, if it is legally advisable to do this, this restriction will only be Monday through Friday. The director will get legal advice on this from the city and the State Law Librarian.

There was discussion about computer use and if that would need to be limited. It was suggested that the current time limit of one hour be kept but no extensions would be allowed. The director also wanted feedback from the board on the use of study rooms. She had initially thought about not letting anyone use them but after talking to the parent of a student, who is finishing up classes, wondered about limiting them to single person use. One trustee suggested that the smaller rooms be limited to one person and the larger study room be limited to two people.

Based on an announcement from the YMCA about some of their limitations there was discussion about limiting use based on age and location. While the YMCA has membership cards that

members scan when they come in to check these parameters, the library can't do this so both age and location would be difficult to limit by. The library also has an unattended child policy already in place for children 6 and younger. The director suspects we may see people from other cities and counties if other libraries don't open but sees this as being more of a problem with computer use.

Motion to approve the modified phased reopening plan - Heitz; 2nd – Smrt. Unanimously approved by roll call vote.

Discussion and possible action on reopening the library

The director recommends following city hall guidance as far as a specific date for reopening the library. At this point, the city is looking at the extension for some counties of May 15 and possibly thinking about opening after that.

Motion to follow city hall guidance for opening – Whitcomb; 2nd – Hecht. Motion carried unanimously by roll call vote.

Trustee Welder asked if there as a time frame for the city to notify employees that they are being returned to work. The director isn't sure but she will check on this.

Discussion and possible action on date of the next board meeting

The director had thought their might need to be a board meeting sooner than the 21st but, if we are following the city's guidance for reopening, this is probably not necessary.

The director reported that she has been getting things into place for reopening including creating a quarantine check-in station for materials, which required ordering a new scanner. She has also found a plastic shower curtain for a barrier at the front desk and ordered keyboard covers for the public computers to make them easier to sanitize.

Meeting adjourned at 6:08 pm. Next meeting Thursday, May 21, 2020 at 5:30 pm.