

# Ethel Everhard Memorial Library Board of Trustees

June 8, 2020 — Zoom Public Video Conference

**Presiding Officer:** President LeeAnn Kittleson called the meeting to order at 6:35 pm.

**Roll:** Trustees: Lee Ann Kittleson, Bruce Dethlefsen, Nancy Nelson, Karen Robotka, Director Paul Ninneman in attendance; Mary Bergs unable to participate in Zoom Conference.

**Agenda:** Dethlefsen moved to approve Agenda for June 8, 2020 Meeting. Robotka seconded.

**MC — 4 yes, 0 no**

**Minutes:** Robotka moved to approve Minutes of regular Board meeting from May 11, 2020. Bergs seconded.

**MC — 4 yes, 0 no**

**Public Comments:** None.

## **Reports:**

1. **Financial Report** — LeeAnn and Paul worked together on updating monthly income and expense reports and to familiarize Paul with procedures for preparation of the reports. Vouchers presented for June. Kittleson moved to approve vouchers. Dethlefsen seconded.

**MC — 4 yes, 0 no**

Roll Call Vote: Robotka — yes; Kittleson — yes; Dethlefsen — yes; Nelson — yes.

### 2. **Director's Report**

- a. An update on Curbside Pick-up as related to hours provided and patron usage.
- b. Calendar Update — discussion of open library hours and as related to holiday schedules.
- c. Hotspots — there appears to be interest corresponding to usage at this time.
- d. Summer Reading Program — discussion on how to track hours read, etc. Aaron as been generous of his time to share some of his outlines with Paul as to program administration. One idea to increase interest is to offer more significant prizes/rewards for completing the program.
- e. Cross-County Borrowing — discussion as to billing re a minimum amount for collection.
- f. Paul reported on adjusting to the position and accomplishments so far, including programs he is suggesting; i.e., internet literacy, meet the author, etc., and using Facebook as a media tool.

### 3. **Friends of the Library** (reported by Robotka)

- a. Next scheduled meeting is June 23 if library meeting room would open (meeting room policy to be discussed later in this board meeting).
- b. Possibly have Silent Auction in August.

## **Unfinished Business:**

1. LeeAnn reviewed our current open situation re Covid-19. She asked for suggestions as to open hours, numbers of people in the library by walk-in or appointment, access to computers regulating usage and time/limits, etc.

2. Paul will prepare signage for mask requirement and Covid-19..

LeeAnn would like to continue curbside pickup and using two computers allowing usage up to 45 minutes perhaps by appointment, along with copy service. LeeAnn moved to continue previous precautions and opening to a limit of 5 persons not using the computers at the director's discretion on June 15. Dethlefsen seconded. **MC — 4 yes, 0 no**

3. Nancy to take question to Village Board regarding sick leave for library assistants. Currently sick leave is not an option as they are working less than 20 hours per week. A specific question is how to handle/compensate the part-time employee should they be asked not to come in or become sick.

4. Discussion re renting/using meeting rooms with no decision arrived at.

**Adjourn:** Bergs moved to adjourn. Robotka seconded. **MC— 4 yes, 0 no**

The next meeting will be July 13, 2020.

Minutes recorded by Nancy Nelson