

**Ethel Everhard Memorial Library Board of Trustees**

**Special Meeting — April 27, 2020, 6:30 pm**

**Presiding Officer:** President LeeAnn Kittleson called the meeting to order at 6:30 pm.

**Roll:** Trustees: Lee Ann Kittleson, Mary Bergs, Bruce Dethlefsen, Nancy Nelson, Karen Robotka and director candidate Deb Sadowski in attendance.

**Agenda:** Robotka moved to approve Agenda for April 27, 2020 Special Board Meeting. Bergs seconded.

**MC — 5 yes, 0 no**

**Minutes:** Kittleson moved to approve Minutes of regular Board meeting from March 9, 2020, with changes presented. Dethlefsen seconded.

**MC — 5 yes, 0 no**

Nelson moved to approve Minutes of Emergency Meeting of March 16, 2020, with changes presented. Kittleson seconded.

**MC — 5 yes, 0 no**

**Public Comments:** None.

**Unfinished Business:**

**Library Operation and COVID-19**

1. Does the Board want to offer patrons “curbside pickup” of materials during the “Safer At Home” Emergency Order?

a. Policy and procedure discussed and suggestions offered.

Dethlefsen moved to begin curbside pick-up ASAP with assistant librarians working scheduled 15 hours per week and offering pick-up service at a table to be placed near outside door under overhang. Nelson seconded.

**MC — 5 yes, 0 no**

**New Business:**

1. **Library Director Candidate Interviews**

a. Dethlefsen moved to enter into Closed Session, seconded by Nelson. **MC — 5 yes, 0 no**

b. Nelson moved to go out of Closed Session and back in to Open Session, seconded by Kittleson.

**MC — 5 yes, 0 no**

2. **Library Director Candidate Selection**

a. Kittleson moved to offer position as Library Director to Paul Ninneman given references/background checks are satisfactory and dependent upon mutual start date of employment, Nelson second. **MC — 5 yes, 0 no**

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

b. Kittleson offered amendment to above: Motion amendment stipulation is for candidate to complete Grade III certification within 3 years, second by Dethlefsen. **MC — 5 yes, 0 no**

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

3. **Mobile Hotspot Policy**

a. Hotspots were delivered sooner than expected.

b. Kittleson drafted a Mobile Hotspot Policy which was reviewed and discussed. A revised draft will be presented for a vote at a later date.

**Adjourn:** Nelson moved to adjourn at 9pm. Robotka seconded. **MC— 5 yes, 0 no**

Minutes recorded by Nancy Nelson