T. B. Scott Free Library Board of Trustees
REGULAR MEETING
August 19th 2020
Minutes

1. Opening

President Mike Geisler called the Regular Meeting of the Board of Trustees to order at 4:00 p.m. in the Library Community Room. Present: Gene Bebel, Katie Breitenmoser, Darcy Dalsky, Paul Gilk, Audrey Huftel, Richard Mamer and Tim Meehean. Excused: Jim Wedemeyer. Also present: Carolyn Forde, Nick Wszalek and Draco F. from Merrill Productions.

There was no correspondence. There was no public comment.

2. Consent Items

M Meehean/S Huftel/C to approve the minutes of the July meeting as printed.

M Meehean/S Breitenmoser/C to accept the Monthly Revenue and Expense Report for July. CARES Act funds were briefly discussed.

3. Reports/Discussion Items/Action Items

A. Update on COVID-19 Building Closure, Curbside Pickup and Reopening: Ms. Stevens gave an update on services. Information regarding current status of WVLS libraries was provided. Reviewed current building capacity limit and quarantine period. Discussed status of items due before and during the period the library was closed and process that has taken place to notify patrons of need to return their items prior to initiating the city attorney process. Services to homebound, nursing home and assisted living facilities were discussed.

B. Policy Review: Standard of Conduct for Library Patrons-COVID-29 Restrictions/Protocols: Ms. Stevens provided a proposal for services to youth after school. There was much discussion as to the numerous factors to consider regarding the ability to provide safe after school services to youth during the pandemic. Board members and staff understand the need for services and staff's desire to provide services but recognize the challenges based on capacity limits and social distancing guidelines. M Meehean/S Gilk/C to continue with current hours as posted, provide after school programming Monday through Friday with adequate notification to parents explaining capacity limits and guidelines for social distancing & approve the policy revision as presented.

C. Library Board Standing Committee Assignments: A copy of the current board roster and committee assignments was provided. Mr. Geisler requested board members contact him regarding interest in serving on committees. He will consider any requests for assignment at the next board meeting.

D. Fines Free Discussion: Ms. Stevens presented several articles discussing fine free libraries as well as a resolution from the American Library Association. Also provided were documents which further detailed fine data by overall fines, material type and comparison of fines on juvenile vs. adult records.

E. 3-5 Year Capital Improvement Plan: Current Capital Improvement Plans were presented: One for projects considered to be City Capital projects and one for those projects which come below the budget threshold to be considered a City Capital project. The materials are here for the capital roof replacement, work to be done in the next few weeks. M Meehean/S Breitenmoser/C to approve the frosted skylight option for replacement of the leaking skylight and to await notification from the city regarding inclusion with the current roof replacement as it is of immediate concern & approve through Endowment Fund monies $3,045 for the fence to be constructed and placed in front of the archway on the north side of the building as per the presented proposal.

F. Strategic Plan Progress: Goal #1: Updates to Goal #1 were provided.

G. Status of Church Property: Ms. Stevens and City Attorney Hayden met with the current owner regarding the mutual parking lot agreement. Following that discussion, it is our assumption that the building will continue to function as it had previously and the new owner will assume the agreement that is in effect. Mr. Hayden is currently drafting an assignment of the agreement for signature.

H. Wisconsin Trustee Essential #24-Library Friends & Library Foundations: Ms. Stevens provided copies of Trustee Essential #24.

I. Reports from Friends and WVLS Representative: Friends provided refreshments for staff to show appreciation for their hard work and effort.

4. Forthcoming Events & Library Director Report

- July Monthly Statistical Report was provided.
- Ms. Stevens checked in with Traci Lesneski, CEO, MSR Design regarding status of Space Needs Study. Ms. Stevens will be in monthly contact with Ms. Lesneski, although the project is on hold due to present pandemic restrictions.
- Great Scotty Bakeoff August 29th, virtual baking program where 3 judges will pick a winner for a Chamber of Commerce gift certificate.
- Cat's Colors Storywalk (a children's book taken apart, laminated and placed on signs) is planned to be placed at Normal Park in a highly visible area for safety.
- Staff are working with schools to offer class check out times.
- Summer Library Program has now ended. Prizes are being awarded.
- Budget passed Personnel & Finance and sent to Lincoln County without issue.
- Handout outlining library services which was given to City Council members at their all-day Council training/orientation in July was provided in the board packet.
- Update provided by WVLS on MCPL Task Force activities was distributed.

5. Adjournment

M Gilk/S Meehean/C to adjourn the meeting at 5:15 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on September 16th at 4:00 p.m. in the Library Community Room.

Stacy D. Stevens, Secretary