

**CITY OF BEAVER DAM COMMUNITY LIBRARY BOARD MEETING MINUTES**  
**Friday, June 12, 2020 at 8:00am held by Teleconference**

**Call to Order:** The Library Board Meeting, held by teleconference was called to order at 8:00am by Library Board President Jim Flynn.

**Library Board Members Present:** Library Board President Jim Flynn, Financial Secretary John Haider, Alderperson Mike Wissell, BDUSD Designee Sandra David, Samantha Stam, Mary Vogl-Rauscher, Beth Jewel, Tina Pawicz, and Mike Devitt.

**Board Members Excused:** All Present

**Also Present for all or part of the Meeting:** Sue Mevis Library Administrator; Sarah Cournoyer Youth Services Librarian; Anita Streich Information and Community Services Librarian; Kristen Lagerstam Technology & Public Services Librarian, Maryann Schacht City Attorney; and Cal Hemling Wells Fargo Library Endowment Fund Investment Advisor.

**Library Board Moderator Introductory Remark:** Sarah Cournoyer conducted the Library Board Member roll call. She provided attendees with guidance on meeting etiquette, including a request to identify oneself when speaking and to minimize background noise. She stated the meeting was being recorded. At the conclusion of her remarks she turned the meeting over to Library Board President Jim Flynn.

**Appearances & Correspondence:**

- Calvin Hemling Wells Fargo Advisors for Endowment Fund ~ Status Report  
*An overview of the Library's Endowment Fund Portfolio was provided. The asset allocation is right on target. Hemling did not recommend any portfolio changes. Hemling left the meeting to attend to other business at 8:13am.*
- City Attorney Maryann Schacht provided a review and legal perspective for reopening of city facilities. She said the City of Beaver Dam COVID-19 Reopening Plan was a City Department collaborative effort with compilation and publication coordinated by Library Staff. Alderperson approval took place at the June 4<sup>th</sup> Council Meeting.

The plan sets forth guidelines intended to preserve the health and welfare of the City. Guidelines, not orders, provided by public health and department oversight agencies are available to protect the city now and in the event of a resurgence. She stated that the Library Board per Wisconsin Statute 43.58 will set the reopening date basing decisions on data currently available to them. Library Board President Flynn asked if any Board members had questions for Maryann. Hearing none he thanked the City Attorney for her input and time. She left the meeting at 8:35am to attend to other matters.

Library Administrator Mevis said the Library's Reopening Plan is available on the Library's website. <https://www.cityofbeaverdam.com/departments/index.php?structureid=26>

## Library Reopening Date ~ Discuss ~ Action

1. Library Administrator Mevis said best practices and industry standards where applicable are in place and/or will be adopted upon reopening the library facility. Floor plan adjustments made are designed to promote social distancing.

Mevis confirmed for Financial Secretary Haider that while the library facility remains closed librarians continue to offer reference, information, genealogy, the mailbox service, and virtual programming. She concluded her remarks by stating sufficient library employees have indicated they would be returning to work when the library reopens.

Financial Secretary Haider expressed concerns related to reopening safely with COVID-19 community spread. Mevis concurred that while safety measures are in place safety itself is an illusion. Returning to the library as both an employee and customer will be a personal choice with each person taking risk factors into account based on age, vulnerability factors, etc.

Mevis stated she views digital offerings, virtual programming, and services like the library's Mailbox Library Service to be the safest option for public libraries at this time. Beaver Dam's push to digital over the past years has been instrumental in preparing our library to navigate well during health related or other types of closures. In her view continuing to transition customers to digital offerings should continue to be a priority. While our library is not ready to go all digital as some Texas libraries have the balance of physical to digital has been moving toward more digital. She sees this trend continuing.

Other Board members weighed in on reopening concerns they had, conclusion being despite all precautions in place there are no guarantees on keeping anyone safe in these times. Alderperson Wissell said citizens have been in contact with concerns about the library continuing to be closed. He feels it is time to move on to reopening the facility itself based on expressed citizen readiness.

If the Library Board chooses to reopen the library facility to the public, Mevis said she and the other Supervising Librarians recommend reopening the facility with reduced hours Monday-Friday 9am-7pm at Stage 4. *Essential Services defined as independent browsing, material check out, hold pick-up, limited public internet, wireless access, summer reading program, and virtual programming with mailbox library service to continue. No in person programming.*

***Board member Mary Vogl-Rauscher made a motion that was seconded by Board member Samantha Stam to set reopening the library Monday, June 15, 2020 with essential services. Temporary hours at reopening to be Monday-Friday 9am-7pm, reevaluated at subsequent meetings. The ayes have it and the motion carries.*** Mevis said reduced hours when the library facility is open to the public allows for more through cleaning, quarantining, and shelving; it also helps to limit exposure. Normal

hours of operation pre-pandemic were Monday-Friday 9am-8:30pm and Saturday 9am-5pm.

**Minutes of May 15, 2020 Library Board Meeting:**

2. *Motion by **Jewell** with second by **Stam** to approve the minutes of the May 15, 2020 Board Meeting as printed. With no comment or discussion, the motion carried.*

**Library Financial Report:**

3. *Motion by **Financial Secretary Haider** with second by **BDUSD Designee David** to approve the invoice paid list dated June 17, 2020. Mevis said invoices were for customary or budgeted items. With no comment or discussion, the motion carried.*

**Library Board Business:**

4. **Board Member Vice President Election ~ Nominations ~ Vote**

Library Board President Flynn asked for nominations for the Vice President office. A motion was made by **Vogl-Rauscher** with second by **Financial Secretary Haider** to nominate **Samantha Stam** as Vice President. Hearing no other nominations, a vote was called. *The motion carried.* Sam said she was very honored to be nominated. She looks forward to continuing to offer ideas and views as newly elected Vice President.

Sandra David said this would be her last meeting serving as the Beaver Dam Unified School District (BDUSD) designee to the Library Board. She has cherished her time on the Board. Rob Meyer, Director of Teaching and Learning has been designated to the standing board position.

Library Board President Flynn thanked Sandy for her 10 years of service on the Board Her contributions to the Library as both a Board member and as the educational expert were valuable. Board members offered wishes and congratulations on retirement.

**Endowment Fund Period Ending May 31, 2020:**

5. Under Endowment Fund business the Financial Secretary, Haider presented the Board with a Summary of Endowment Funds held by Wells Fargo Advisors period ending May 31, 2020. He concurred with the Endowment Fund Advisors earlier assessment that all one can do is hold steady. A 24-month span of time may allow the market to act more rationally.

There were no Endowment Fund Deposits to acknowledge.

**Building and Equipment Report:**

6. **A. Proposal to Review inside air quality improvements ~ Discuss ~ Action**  
Mevis said that investigation of the environmental improvements in air quality is included in the Library's Reopening Plan. A proposal to install a GPS ionization system at the Library that integrates with the existing heating, ventilation, and cooling (HVAC)

systems was reviewed. Installer notes include the following: “The systems operating within the library HVAC equipment assist with breaking down odors, contaminants, and some viruses. While these systems are designed to help provide a cleaner indoor air environment, it is important to note that installation does not guarantee no one in the building will get sick. The installer is not responsible for any specific performance results related to eradicating COVID-19 or any other virus in the building.”

*Motion by **Devitt** with second by **Vice President Stam** to approve the proposal to install a GPS ionization system at the Library details as outlined in the proposal at a cost not to exceed \$23,000 funding source to be determined. With no comment or discussion, the motion carried.*

#### **Personnel Report:**

7. Mevis said she had nothing further to add other than reiterating sufficient library employees have indicated they would be returning to work when the library reopens.

#### **Library Policies:**

8. Mevis presented a Library Unscheduled Closing Policy for Board consideration. It would replace the existing Emergency policy that only addresses weather related closures. ***Financial Secretary Haider** moved with second by **Jewell** to replace the Library Emergency Closing Policy with the more inclusive Library Unscheduled Closing Policy, with approval date of June 12, 2020. It was noted that inclusion of, or other emergency warrants provides complete coverage. With no further comment or discussion, the motion carried.*

#### **Monarch Library System Report:**

9.
  - A. The Library System Director search continues.
  - B. **Cost Estimates re: Joining Monarch Library System Integrate Library System (ILS) ~ Review ~ Action:** Board members reviewed cost estimates for 2021 membership in Monarch ILS versus Beaver Dam’s existing standalone ILS option. ***BDUSD Designee David** moved with second by **Financial Secretary Haider** to move forward with joining the Monarch Library System ILS shared automation consortia. With no further comment or discussion, the motion carried.* Mevis said she would inform the System of the Library’s intent to join and obtain a copy of the Monarch ILS agreement for signing.

#### **Public Relations Activities:**

10. Planning for continuation of virtual and service opportunities during and beyond the pandemic continues. Librarians present at the meeting provided updates on services and activities.

#### **Library Administrator’s Report:**

11. Monthly Library reports were reviewed. The May report will be posted on the website under Library Reports following the Meeting, Mevis said.

**Any Other Business for Placement on Future Agendas:**

12. Continued discussion on reopening of the library would take place at the next meeting.

**Next Regular Meeting Date Announced:**

13. Library Board President Flynn *reminded the Board that the next Library Board Meeting to be held by teleconference is Friday, July 17, 2020.*

**Meeting Adjournment:**

14. **Vogl-Rauscher** *moved with second by Jewell to adjourn the meeting at 9:12am. The motion carried.*

Recording Secretary,

Sue Mevis, Library Administrator