

CITY OF BEAVER DAM COMMUNITY LIBRARY BOARD MEETING MINUTES
Friday, May 15, 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.

Other Library Board Members Present: Library Board Financial Secretary John Haider, Alderperson Mike Wissell, BDUSD Designee Sandra David, Mary Vogl-Rauscher, and Tina Pawicz.

Board Members Excused: Beth Jewel and Samantha Stam

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, Mike Devitt, Library Board Member-Appointment Confirmation Pending 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. He did not recommend any portfolio changes. Hemling left the meeting to attend to other business at 8:11am.
- Library Board President Flynn welcomed Mike Devitt and Alderperson Wissell to the Board Meeting. He asked them to provide some background information. Mike Devitt said his Library Board Member appointment is pending Council Approval. He is an attorney at QBS Law, married and has two children. Alderperson Mike Wissell said his appointment is annual and while he may have some meeting conflicts at times due to other Committee meetings, he welcomes the opportunity to serve. Library Administrator Mevis said she would email out the Library Board Meeting dates for 2020 to them.

Minutes of March 13, 2020 Library Board Meeting:

1. Mevis offered one correction to the minutes. *Motion by **Vogl-Rauscher** with second by **David** to approve the minutes of the March 13, 2020 Library Board Meeting as corrected. With no comment or discussion, the motion carried.*

Library Financial Report:

2. *Motion by **Financial Secretary Haider** with second by **Vogl-Rauscher** to approve the invoice paid list dated May 15, 2020. Mevis said invoices were for customary or budgeted items. With no comment or discussion, the motion carried.*

Board members acknowledged the Expenditure comparison report for the month ending March 31, 2020. At the end of March 13.75% of the budget had been expended.

Library Board Business:

3. Under Library Board business the annual election of officers commenced. Mevis stated that the current slate of officers included Flynn as President, Vacant Vice President, and Haider as Financial Secretary.

Library Board President Flynn asked for nominations. *A motion was made by **Haider** with second by **Vogl-Rauscher** to nominate James Flynn as President.* Hearing no other nominations, a vote was called. *The motion carried.*

Library Board President asked for nominations for Financial Secretary. *A motion was made by **Vogl-Rauscher** with second by **BDUSD Designee David** to nominate John Haider as Financial Secretary.* Hearing no other nominations, a vote was called. *The motion carried.*

Vogl-Rauscher's request to table the Vice President vote to next month when more Board members might be present was agreeable to all Board members.

Library Board President Flynn recognized Steve Hannan's contributions to the Library as both a Board member and as Vice President for a good number of years.

Endowment Fund Period Ending April 30, 2020:

4. Under Endowment Fund business the Financial Secretary, Haider presented the Board with a Summary of Endowment Funds held by Wells Fargo Advisors period ending April 30, 2020.

There were no Endowment Fund Deposits to acknowledge.

Building and Equipment Report:

5. **A. Emergency & Fire Exit North East Corner of the Building ~Discuss ~ Action**
*Motion by **BDUSD Designee David** with second by **Financial Secretary Haider** to install a fire/emergency exit door in the north/east corner of the library building at a cost not to exceed \$7,200. Librarians Anita Streich, Sarah Cournoyer and Library Administrator Sue Mevis all spoke of the need for this exit as there is no exit on that end of the building. In their collective opinion safety of both staff and customers is compromised due to the lack of exit. With no further comment or discussion, the motion carried.*

B. Plan for Reopening the Library & Re-introducing Services ~Discuss ~ Action

Library Board President Flynn stated, "that safety of both the staff and the public is a priority when considering reopening of the Library." He asked the Library Administrator to review reopening steps towards safety improvements taken so far. Mevis provided a review of floor plan changes that support social distancing, service desk glass installations in progress, maintaining personal health protocols of all staff currently working on site, and services in place. Librarians continue to provide reference & information services; virtual programming, expanded digital offerings; and books are being delivered by mail while the building is closed.

Library Board members shared information on closings and safety protocols put in place in their workplace. Vogl-Rauscher reviewed some business safety issues that she was aware of. Pawicz asked what role OSHA has or can take in manufacturing and businesses. Vogl-Rauscher said that OSHA can provide guidance in a workplace during a Pandemic but is not an enforcement agency.

Mevis mentioned that the Occupational Safety and Health Administration (OSHA) COVID-19 resources are just one helpful resource. The Wisconsin Economic Development Corporation (WEDC) Public Facility Reopening Guide, Department of Public Instruction Guidelines, CDC (Center for Disease Control Prevention Guidelines, and other resources are available to public libraries and the City in their reopening decisions. Discussion continued amongst the Board on safety protocols and implementation options to consider.

Library Board President Flynn entertained a motion from the Board regarding reopening the library building. *Mary Vogl-Rauscher moved with second by BDUSD Designee David to reopen the library building May 26, 2020, hours and computer service availability to be determined.* Is there any discussion Library Board President Flynn said?

Financial Secretary Haider said he did not see a rush on reopening and wanted to have further discussion on employees and public safety measures prior to reopening. He said, "following the Supreme Court decision to strike down the State's Safer at Home order he would be interested in reviewing any further guidance that might be offered in the days ahead by the County, State, etc. The Library Board will determine the Library reopening date per Wisconsin Statute."

43.58 Powers and duties. (1) The library board shall have exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund, and of the purchase of a site and the erection of the library building whenever authorized.

Board members continued to debate the motion. At the debate conclusion Library Board President Flynn asked Library Board members if they wanted to adopt the

motion. *The noes have it and the, motion fails. The Library building will not be reopened on May 26, 2020.*

Library Board President Flynn entertained another motion from the Board regarding reopening the Library building.

Financial Secretary John Haider made a motion that was seconded by Board Member Tina Pawicz to delay the Library reopening decision to the June 12, 2020 Library Board Meeting at which time the Library Board shall be able to reassess the library's reopening in a more informed manner. The ayes have it and the motion carries. Library Board President Jim Flynn stated that should it become necessary between now and June 12th to have a Special Library Board Meeting one would be called.

C. Working from Home Option(s) Following Reopening ~ Informational

Mevis said that there a variety of reasons for workplaces to consider continuing work from home options following a reopening, if feasible. Older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. Caregivers of at-risk individuals may choose to not return to work at the library should working at home not be an option.

D. Ecommerce Self Service Web/Terminal Printing Option

Mevis recommended that this agenda item be tabled as it is an integrated library system dependent vendor specific solution. Costs incurred could not be transferred later.

Mevis further recommended that the Library investigate cost sharing opportunities that might be achieved by joining the Monarch Library System Shared Catalog. The Library's existing standalone system contract is coming to an end and it is her opinion that it is in the best interest of the City of Beaver Dam's Library explore rejoining a shared Integrated Library System (ILS). Library Board President's suggestion to move forward with obtaining cost estimates was agreeable.

Personnel Report:

6. Mevis said that Library employees have begun returning to assist with Library reopening steps. Anita and Sarah updated the Board on virtual and service opportunities that were being offered during the library closure.

Library Policies:

7. Mevis said that the open records request for information regarding curbside delivery had been fulfilled.

Monarch Library System Report:

8. The Library System has begun recruiting process to hire a permanent Library System Director. The interim Director will be leaving for a new job soon, Mevis said.

Public Relations Activities:

9. Planning for continuation of virtual and service opportunities during and beyond the pandemic continues Mevis said. Reactivation of pre-pandemic in person programming upon reopening would not happen in initial opening stages and would be phased in.

Library Administrator's Report:

10. Monthly Library reports were reviewed. The March/April report will be posted on the website under Library Reports.

Any Other Business for Placement on Future Agendas:

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

Next Regular Meeting Date Announced:

12. Flynn reminded the Board that the next Library Board Meeting to be held by teleconference is Friday, June 12, 2020.

Meeting Adjournment:

13. **Financial Secretary Haider** moved with second by **Aldersperson Mike Wissell** to adjourn the meeting at 9:45am. The motion carried.

Recording Secretary,

Sue Mevis, Library Administrator