

**Eager Free Public Library
Board of Trustees Meeting
Meeting Minutes from May 26, 2020**

1. Call To Order

President Eloise Eager called the meeting to order at 5:30 p.m. Trustees present: Eager, Wally Shannon, Mandi Firgens, Gwen Clendenning, Vicki Lecy-Luebke, Sharon Cybart (5:40)

Also present: Library Director Megan Kloeckner

Absent: Susan Kruser

2. Approval of April Meeting Minutes

Firgens moved to approve the minutes of April 28; Shannon seconded the motion. Motion carried.

3. Public Comment

None

4. May Bills

Firgens moved to accept the bills as presented; Lecy-Luebke seconded the motion. Discussion and roll call: Ayes—Shannon, Clendenning, Eager, Firgens, Lecy-Luebke. Motion carried.

5. Librarian's Report

Kloeckner reported contacts with landscaper Blake Winger who will be weeding and mulching the library lawn this week. Kloeckner also provided the Board with the "May Report" which documented circulation and technology statistics. Due to the Coronavirus Pandemic, there were significant decreases in circulation and technology usage. Kloeckner reported she is waiting on feedback from the DPI on how to track online programming. An updated copy of the EFPL budget was also provided to the Board.

6. Treasurer's Report

Clendenning gave an update of the total accounts, indicating there wasn't much news to report this month.

7. ALS Board Report

Eager reported that state aid may be in question due to the pandemic; Kloeckner concurred.

8. Old Business

Kloeckner reported work on the roof is finished! Eager reported no donor boards were placed yet, but rescheduling of that task will occur.

9. New Business

a. Policy Review

Gift Accountability and Investment policy was discussed. Cybart noted some minor changes needed to occur. Shannon moved to accept the policy with amendments; Cybart seconded the motion. Motion carried.

b. Steps for Reopening—DPI and Rock County Guidelines

Kloeckner noted no updates from DPI about how to move forward; Rock County sent out information but all libraries in Rock County are setting their own standards of how soon/to what degree to open. EFPL staff concerns were: 1) how to ensure patrons wear masks; and 2) how to police the number of patrons entering the library when 25% are allowed. Discussion centered around availability of supplies and staffing.

Kloeckner provided a plan of phases which eventually would encompass the Rock County Plan. Board members were in agreement that the plans Kloeckner laid out were most appropriate. Phase 1 would begin June 1 and continue curbside pickup with no public access to the building. Due dates would return to normal and will no longer be extended. Phase 2 would begin June 15 only if Personal Protective Equipment (PPE) is in place. Curbside pickup would continue and computer use would be by appointment only for one hour. Two patrons at a time would be allowed for computer use only. Doors would be closed to the general public. Phase 3 would actually be Phase 1 of the Rock County Plan. The Board decided this would be the topic to discuss at our June 30 meeting. Kloeckner will make this information available to the public.

City administrator Ian Rigg indicated city hall would open to the public on June 15. He believed masks would be required.

10. Adjourn

Firgens moved to adjourn the meeting; Shannon seconded the motion. Meeting adjourned at 6:18 p.m.

Next meeting: June 30, 2020

Minutes by: Trustee Lecy-Luebke

Note: Minutes of the Library Board of Trustees are not official until approved by the Library Board of Trustees at a meeting called and noticed for that purpose.