Virtual Library Board Meeting Minutes
Thursday April 23, 2020
7:00 am

Due to the COVID-19 pandemic, the Library Board will hold its meeting as a virtual meeting. The Library Board will **not** meet at the Library. Rather, members of the Library Board and staff will join the meeting by using GoToMeeting via a computer, tablet, or smartphone, or by calling into the meeting using their phones, as described immediately below.

Members of the public can also join the meeting by using GoToMeeting via a computer, tablet, or smartphone, or by calling into the meeting using their phones, as described immediately below.

Virtual Library Board Meeting Thu, Apr 23, 2020 7:00 AM - 9:00 AM (CDT)

Please join my meeting from your computer, tablet or smartphone.

You can also dial in using your phone.
United States: +1 (872) 240-3412

Access Code: 704-320-573
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Present: Boyden, Boehnen, Craft, Leary, Ott, Salerno and Director Williams
Absent: Bullette

Introductions to Boehnen

Salerno announced that Williams was selected for the Friend of Education award

Motion to approve Minutes from March 4, 2020 and March 26, 2020
Motion was seconded
Result of Vote-all in favor 6-0

Treasurer's Report: received March 31 numbers from Village, spending is at 24.97% of budget for the year
   Approval of library bills -all bills up to date
   Endowment Fund update $170,000 balance, up 10% from March report

Director's Report-See attached
   New self check-outs are installed and operational
   - Curbside pickup update will begin April 24. Mt Horeb is only Library with drive-up, staff don't need to bag up materials and take curb-side like other libraries, staff are using Google Docs to schedule pick-ups, gloves and masks required of Library employees, disinfect hard surfaces and work areas every 2 hours, Williams worked with Marla and Wade to develop power point presentation for staff about changes in work environment at the Library
   -
     Procedure for picking up materials: customers call when they receive a hold notice, provide card # over phone then items are placed at drive-up window for pick up at the assigned time.

Phase I- begins April 24 at 8 am clear current hold shelf
Phase II begins Monday the 27th which will include MH materials only
Pickups once per week, 5 items per person or 20 per family

72 hours quarantine will be required of all incoming materials:
Meeting room will be quarantine room for returns which will be tagged and dated
no deliveries from other libraries yet, but Study Room A will be quarantine room for
deliveries once deliveries start

Review and Discuss

- RFP-See Attached Remove item #1 parking lot from RFP because if exceeds our spending
  ability, include request for references
  Engineering will request payment up front based on total estimated cost of project
  if send RFP to design build firm would need supervision by Jeff Gorman but could be
  cheaper overall, Salerno will send an example of a different RFP
  Williams will send data to Boehnen and will create 2 revised RFP's one for a design build
  contractor and one for architectural services, will schedule Special Meeting at 7:00 am on April
  30th to discuss the RFP's

- Capital Expenditures-$52,900 in Capital budget, could remove additional funds from Fund
  balance or use Fund balance for change orders or overruns on project

- Social Media Policy-don't change current policy, still allow commenting on social media, table to
  a fall meeting for further review

Motions

- **Motion to approve updated Meeting Room Reservation Form was made**
  Motion was seconded
  Result of Vote-all in favor 6-0

  Motion to approve Active Shooter Procedure was made
  **Motion was seconded, discussion of "children's exit" and "story time exit" describing
  the same exit, language will be consistent in final policy**
  **Result of Vote-all in favor 6-0 with language revised for consistent reference to children's
  exit**

Future Agenda Items

- Inclusive Services Assessment and Guide
- Computer policy
- Capital Expenditures-tabled to next meeting

Motion to Adjourn made at 8:24
Motion was seconded
Result of Vote-all in favor 6-0