

**Sparta Free Library**  
**Regular meeting of the Board of Trustees**  
**June 1, 2020**

The teleconference meeting was called to order by President Laurie Koll at 5:00 PM.

**Members participating:** Paul Lenz, Amy Bernath, Sandie Perry, Reinhard Mueller, Bruce Humphrey and Terry Putman. Also participating was Interim Library Director/Youth Services Librarian Aimee Schreiber.

**Approval of Minutes:** The March minutes that had been redistributed to the Board for review in May were presented. **Perry, seconded by Humphrey, moved to approve the March minutes. Motion carried by roll call vote.** The May minutes were presented. **Putman, seconded by Lenz, moved to approve the May minutes. Motion carried by roll call vote.**

**Finances:** A printed report reflecting May expenditures and income had been electronically distributed. **Bernath, seconded by Putman, moved to approve the bills. Motion carried by roll call vote.**

**Directors Report:**

Programming:

- **May Programming Highlights:** May marks the library's second full month of online programming. Storytime Online, Book Explorers, and Snuggly Stories continued this month, and though live attendance has decreased, overall views have stayed fairly steady. The passive "Would You Rather" weekly poll has had consistent voting and engagement as well.
- **Upcoming Programming:** June will bring new online programs from the library! We will keep presenting Snuggly Stories and Storytime Online, and we will add more youth programs and some adult events. For summer in Children's we will add Groovy Mondays back into the mix, this time shared through a pre-registered Zoom meet-up and utilizing YouTube playlists. Lego Club is also returning in a digital format, with children and families challenged to build based on a theme, then join our video chat to show off their creations. The teens are anxious to gather again, so TAG meetings will re-start in June, all online via Zoom. While Book Explorers is retiring, we are introducing an all new school-age program called Listen 'n Munch, during which library staff will share a longer fairy tale or myth while attendees munch on a snack. The adults will be able to attend virtual Book Club meetings, Gardening Tips and Successes sharing sessions, and all new Chair Yoga. Needlecraft will make its online debut on Facebook live as well!

Additionally, this summer we are premiering kids' Summer To Go Kits: paper bags filled with a craft, STEM activity, family challenge, and a snack. Families can pick up these kits each week of the Summer Learning Challenge (10 weeks total), starting Mondays at 10am.

Summer programming will be all virtual for 2020. President Koll inquired about the cost implications of Zoom usage. Interim Director Schreiber explained that WRLS has purchased a subscription for all member libraries to use.

## Operations:

- Personnel: Library staff is now back in the building working full-time, wearing gloves and masks and adhering to social distancing guidelines. Everyone has access to hand washing, hand sanitizer, and CDC approved disinfectant cleaner.
- Summer 2020: Sparta Free Library's Beanstack (online summer activity tracker) site is "live" and open for children, teens, and adults to register for the Summer Learning Challenge. Participants can start logging their activities Monday, June 8.
- Building & Grounds: The library will initiate Phase One Re-Opening, modeled after Lacrosse Public Library and other area libraries, beginning Tuesday, June 2. Phase One will continue until clearer guidelines for a public re-opening are available from DPI, WRLS, and local, state, and federal health organizations.

## Old Business:

Capital Campaign Update: Trustee Bernath reported that the Capital Campaign Committee did not meet in May and may not meet in June. Contributions continue to trickle in.

Hiring Plan: President Koll asked the Board to provide recommendations for the timeline to begin recruiting for the Library Director Position. **Mueller, seconded by Lenz, moved to begin posting the position on June 22, and post for 4 weeks. Motion carried by roll call vote.** President Koll suggested that the posting include information about the successful team-oriented efforts the City, Library Board, and staff took during the COVID-19 situation. She asked that Interim Director Schreiber submit a draft of the posting to the Board's staffing subcommittee, Trustees Bernath, Perry, and herself.

## New Business:

Changes in Library Service due to COVID 19: Wood-framed plexiglass shields have been installed at the circulation desks, thanks to volunteers Skip and Joel Frazee. To keep patrons from going down the hallway from the children's circulation area, temporary doors are planned to be installed in the lower level.

Fountain considerations: Interim Director Schreiber noted that the fountain outside of the library tends to be a gathering point in the summer months and questioned if it's wise to keep the fountain running at this time. Trustee Mueller stated that if we close the fountain, we should also consider turning off the WiFi, which probably draws more people than the fountain itself. President Koll advised that signage is needed near the fountain area as a reminder that social distancing is strongly encouraged. The Board can reconsider this issue if it becomes a problem.

Re-Opening: Phase 1: Beginning June 2, three computers will be available for public use, with reservations required for 1-hour slots, between 10 AM and 7 PM. Each patron is limited to one appointment per day. Patrons will be required to wear face covers during computer/printing appointments. Only one person per appointment may enter the building. No public restrooms will be available. This service is intended to ensure patrons have access to essential online services; at this time appointments will be prioritized to reflect helping patrons recover from and cope with the effects of the COVID-19 public health emergency. In addition, curbside pick up services will be extended to Monday through Thursday, 10 AM-7 PM.

**Items for Future Consideration:** Reposting of Library Director position.

The next meeting will be the first Monday, July 6, 5:00 PM in the upper level Magazine Room of the Library. Board members should enter through the lower level and take the stairs or elevator to the upper level. Public access will be available through telephone.

**Mueller, seconded by Bernath, moved to adjourn. Motion carried by roll call vote.**

Meeting adjourned at 5:48 PM.