

**Sparta Free Library
Regular meeting of the Board of Trustees
May 4, 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, and Terry Putman. Also participating was Interim Library Director/Youth Services Librarian Aimee Schreiber. Trustee Bruce Humphrey was excused.

Approval of Minutes: There was no meeting conducted in April 2020. Approval of the March minutes was tabled until the June meeting, so that they can be redistributed to the Board for review.

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

Directors Report:

Programming:

- April Programming Highlights: April marks our first month of all online programming. Storytime Online, which Miss Aimee streams live on Facebook Thursdays at 10:30am, has had a great response from the community and has steady "attendance". Storytime Online includes stories, songs, rhymes, flannelboards, and other early literacy activities targeted at birth to preschool-age children. In April we also added Book Explorers, a weekly chapter book read aloud on Tuesdays at 2:00pm, which highlights both classic and new books for young readers. Snuggly Stories was another new program this month, which consists of Miss Aimee live streaming bedtime stories from her house on Monday evenings at 7:00pm.
- Upcoming Programming: May is looking fairly similar to April, trying to stay consistent with online program offerings. New programs that may be introduced either in May or for summer include: Adult Book Club via Zoom or some other virtual platform, Lego Club, Groovy Mondays, and/or Little Om Yoga. Summer is very nebulous right now but will likely consist of weekly or bi-weekly take home kits for kids, teens, and adults including crafts, STEM challenges, family challenges, and more.

As of right now all in-person programming has been suspended through July 5 and may be suspended through the rest of the summer depending on CDC, state, and county guidelines.

Operations:

- Personnel: Library staff are working in teams of two to provide curbside service, with Interim Director Schreiber acting as a third body/back-up. In trying to adhere to the spirit of the Safer-at-Home order, one staff member works on each floor and Aimee is usually in her office. All staff wear gloves and have the option to wear a mask. Everyone has access to hand washing, hand sanitizer, and CDC approved disinfectant cleaner. When they are not in-building library staff is working from home, completing trainings, delving into library webinars, reading and virtually discussing articles, and various other assigned tasks.

- Online Resources: WRLS additional spending on ebooks and audiobooks, \$10,000 allotted for items that will only be available to WRLS patrons: purchased additional copies of books with long holds lists; created a Lucky Day collection to give patrons a chance to skip long holds lists; filled in series with gaps of one or two books missing from the middle; increased children and middle grade collections for students missing their school library.
- Summer 2020: WI DPI purchased Beanstack licensing for all libraries in the state. Beanstack is an online summer reading program that each library will be able to customize to meet their needs.

Building & Grounds:

- Per the Governor's emergency order, WI libraries will remain closed at least through Tuesday, May 26. If that date stands, the library will explore options for a limited reopening likely Monday, June 1, with limited hours, special hours for elderly and immunocompromised patrons, and limitations on the number of patrons in the building.
- Deep cleaning has been completed by our cleaning crew, including a full carpet cleaning. Staff is also doing daily cleaning of all surfaces used/touched during curbside service.

Old Business:

Capital Campaign Update:

• Trustee Bernath announced that, in light of the COVID19 situation, the Capital Campaign Committee voted unanimously to suspend active fundraising until further notice. A postcard mailer was sent to all contributors in late March expressing gratitude for their support and advising them of the library's physical closing, but continued online programming and availability of electronic resources. Trustee Mueller inquired if consultant Jodi Sweeney will still be paid her monthly fee during the suspension. Bernath advised that Sweeney has waived further payments until activities resume at which time the 2 months that remain of her contract will resume.

- Contributions continue to trickle in. To date, \$1.28 million has been raised.

Hiring Plan:

- New position: President Koll inquired if, considering current shifting in programming and operational changes, an additional staff person is still worthy of consideration. She expressed concern about future budget impacts of the crises. Interim Director Schreiber stated that, operationally, the need for additional staff is not as urgent as it would have been were the facility open and a traditional Summer Reading Program ongoing. She recommended the topic be revisited later.
- Library Director position: President Koll noted that the previous plan was to begin recruiting for the Library Director position in May. Should the Board proceed with that plan? Director Schreiber recommended we readdress reposting the position in June.

New Business:

Changes in Library Service due to COVID 19: In addition to the other changes already noted, WRLS has begun weekly meetings for Library Directors. WRLS will be performing a much-needed upgrade of the system's server on May 15th. President Koll inquired if there will be any additional expenses to member libraries for that upgrade. Schreiber explained that no, it is part of the network's existing budget.

Re-Opening Options: Interim Director Schreiber presented a 4-tiered list of re-opening options when the COVID19 threat begins to lessen:

- Tier 1 (stay at home ends/loosens BUT schools remain closed)
- Tier 2 (stay at home ends, but CDC/ health org guidelines limit numbers)
- Tier 3 (stay at home ends, schools re-open AND CDC lifts more/most restrictions)
- Tier 4 (all restrictions/guidelines lifted, "back to normal")

The Board commended Interim Director Schreiber and the entire library staff for their exceptional efforts during this trying period.

Items for Future Consideration:

- Approval of March 2020 minutes.
- Reposting of Library Director position.

The next meeting will be the first Monday, June 1, 5:00 PM.

Mueller, seconded by Putnam, moved to adjourn. Motion carried by roll call vote.
Meeting adjourned at 5:48 PM.