

**FDL Public Library Board Minutes**  
**March 19, 2020**

1. Call to Order and Roll Call: On Thursday, March 19, 2020 via Google Hangout, the regular meeting of the Fond du Lac Public Library Board of Trustees was called to order at 4:35 p.m. by Board President, Mel Kolstad. Trustees present: Ben Giles, Mel Kolstad, Jerry Letcher, Jeff Morrell, Sharon Simon and Brendan Wood-Taylor. Members absent: Marilyn Averbek, Anne Deacy, Joe Koch and John McDowell. Those also in attendance included Library Director Jon Mark Bolthouse, Administrative Assistant Laurie Moore, Assistant Director for Operations Lori Burgess and Youth Services Coordinator Sarah Davis.

2. Approval of Minutes:

A. Discussion and possible approval of minutes from the February Regular Meeting of the Board. Motion to approve the minutes as presented: Simon; second: Giles; carried by unanimous voice vote.

3. Input: None.

4. Comments from the Public: None.

5. Correspondence (Discussion and Possible Action)

A. Bank Statement from Seefeld Trust for February 2020

6. Approval of Financial Reports:

A. List of bills paid since the last regular meeting: Motion to approve the February bills as presented: Letcher; second: Simon; carried by roll call vote: yes six (6); noes none (0); absent and not voting four (4).

B. Statement of Accounts: Motion to approve as presented: Simon; second: Morrell; carried by unanimous voice vote.

7. Director's Report:

A. Monthly Library Statistics

\* We welcomed our new Youth Services Coordinator Sarah Davis to the library in February. It was a hard time to join the staff with all that is going on, but she jumped right in and has done a great job.

\* We are still working on hiring for the Information and Outreach Services Coordinator position. We have extended the deadline, but are giving priority consideration to candidates that have applied by April 15<sup>th</sup>. We do already have a few applications.

8. Old Business:

A. None

9. New Business:

A. Library plans in reaction to COVID-19:

Bolthouse noted:

\* The Library has been closed to the public since Monday, March 16<sup>th</sup> at 5:00. It was a very busy time at the end of the day as people rushed in to get materials before we closed our doors. We hit a circulation count of 3000 at closing was usually only happens during Summer Reading on Mondays in July.

\* Some staff have already opted to work from home and some have opted to continue working at the Library every day for now. Coordinators are doing a rotating schedule.

\* Coordinators are meeting at 10:00 every day to discuss any changes. Jon Mark is also meeting with City Department heads every day at 1:30, and will send out emails to staff after that meeting with any updates.

\* Kolstad updated everyone on the Langdon Divers Gallery. The April show has been cancelled and the judging for the teen photo contest may move to online judging with the gallery show with their pieces at a later date.

\* As of today, March 19<sup>th</sup>, 2020, 29 out of Winnefox's 30 libraries have been closed temporarily. Also, the Winnefox meeting has been cancelled.

\* What is the plan if the governor decides to enact a "Shelter in Place"? Staff can continue to work from home and still get paid. With the Library not being considered an essential service within the City, Bolthouse is looking for feedback on staff still getting paid as we are a separate entity who is ruled by the Library Board. Coordinators are working to come up with ideas for staff to still be able to work from home and get paid during this time (webinars, training, etc.)

Burgess noted the following:

\* Material due dates have been extended by 30 days for now, and fine free check-in will take place now through May 1<sup>st</sup> for sure. Terri advertised the book drops as being closed, but we are still seeing some materials coming back and have staff at this time to empty them.

\* Simon questioned how we are handling the materials that are being returned. Burgess assured her that materials are all being wiped down as they come back.

\* People are still placing holds on materials, so the holds are being pulled to be ready for a 7 day pickup when the Library reopens.

Bolthouse noted:

\* We are looking at possibly increasing funds spent on online materials at this time, pulling from other funds, to help buy down the hold list. Also, possibly looking to see if we can do our own Online Advantage program again, but Winnefox and the State would prefer that we put money into the combined online resources and not into our own fund.

\* Databases are now available for online access and home that were previously only available at the Library.

\* Wood-Taylor questioned why we chose to close at 5:00 on Monday March 16<sup>th</sup> instead of our normal closing time and Bolthouse shared that we were short-staffed after that time due to the circumstances.

10. Other: None.

11. Adjournment: Motion to adjourn: Wood-Taylor; second: Letcherr; carried by unanimous voice vote. Meeting was adjourned by Board President Mel Kolstad at 4:58 p.m.

Respectfully submitted,

Laurie Moore  
Administrative Assistant