

**FDL Public Library Board Minutes**  
**April 16, 2020**

1. Call to Order and Roll Call: On Thursday, April 16, 2020 via Google Hangout, the regular meeting of the Fond du Lac Public Library Board of Trustees was called to order at 4:30 p.m. by Board President, Mel Kolstad. Trustees present: Marilyn Averbeck, Anne Deacy, Ben Giles, Mel Kolstad, Jerry Letcher, John McDowell, Sharon Simon and Brendan Wood-Taylor. Members absent: Joe Koch and Jeff Morrell. Those also in attendance included Library Director Jon Mark Bolthouse, Administrative Assistant Laurie Moore, Assistant Director for Operations Lori Burgess and Technology Coordinator Josh Cowles.

2. Approval of Minutes:

A. Discussion and possible approval of minutes from the March Regular Meeting of the Board. Motion to approve the minutes as presented: McDowell; second: Letcher; carried by unanimous voice vote (abstention from Deacy).

B. Discussion and possible approval of minutes from the March 27 Special Meeting of the Board. Motion to approve the minutes as presented: Deacy; second: Averbeck; carried by unanimous voice vote.

C. Discussion and possible approval of minutes from the April 2 Special Meeting of the Board. Motion to approve the minutes as presented: McDowell; second: Averbeck; carried by unanimous voice vote (abstention from Simon).

3. Input: None.

4. Comments from the Public: Simon shared with the Board some remarks from Dr. Sebert that were shared during a meeting with the school district. He was very happy with the Library allowing for lunches to be served to students in the parking lot at the Library, along with the boosted Wi-Fi in the parking lot, which students are making use of.

5. Correspondence (Discussion and Possible Action)

A. Bank Statement from Seefeld Trust for March 2020

6. Approval of Financial Reports:

A. List of bills paid since the last regular meeting: Motion to approve the bills as presented: Simon; second: Averbeck; carried by roll call vote: yes eight (8); noes none (0); absent and not voting two (2).

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

7. Director's Report:

A. Monthly Library Statistics

\* Bolthouse shared that Joe Koch is no longer on the County Board. We will be appointed a new representative and should find out in a couple of weeks.

\* Josh Cowles setup a system to boost our Wi-Fi signal out to the parking lot.

\* DPI has created a database showing free Wi-Fi places in the state, and has listed our Library.

\* Staff have been working on typing up information into a spreadsheet from a card catalog of local information that was in the Seefeld area. Winnefox will work on uploading that information into an online database for access by anyone.

\* The Idea Studio has loaned out some 3D printers to Oshkosh Public Library to be used to print masks for use by the Fire Department.

\* A lot of work has been done at Express while we've been closed. Walls have been painted and new white ceiling tiles have been installed.

\* Staff helped out at the Library polling location for the election and it went very well.

\* There have been a lot of Facebook videos that staff have been working on from home; including staff interviews, story times and other programs, and they have been going over very well.

\* Giles questioned our plan for getting circulation numbers back up to make sure we get funding from County. Bolthouse shared how Buechel has never held us harmless in the past for lowered circulation numbers, and has funded us at over 100%. Typically, when the economy is bad, Libraries do very well. We expect to see this again and be very busy when we reopen.

#### 8. Old Business:

##### A. Library response in reaction to COVID-19.

As of today, Governor Evers has extended the "Stay at Home" order to May 26<sup>th</sup>. Coordinators spent lots of time today coordinating moving forward with this new information. The plan is to open the book drops prior to May 26<sup>th</sup> to give staff time to check in materials. After April 27<sup>th</sup>, we plan to find a way to do curbside pickup. Deacy questioned deliveries. Jon Mark shared that we will be using the hold system for pickups. Wood-Taylor questioned discs being returned in the book drops when we reopen them. Burgess said that is fine. The DVD slot in the building was setup a slot for people to return discs for faster processing so they could quickly check out more.

#### 9. New Business:

A. None.

10. Other: None.

11. Adjournment: Motion to adjourn: Simon; second: Giles; carried by unanimous voice vote. Meeting was adjourned by Board President Mel Kolstad at 5:03 p.m.

Respectfully submitted,

Anne Deacy  
Secretary