

**FDL Public Library Board Minutes**  
**May 21, 2020**

1. Call to Order and Roll Call: On Thursday, May 21, 2020 via Google Hangout, the regular meeting of the Fond du Lac Public Library Board of Trustees was called to order at 4:31 p.m. by Board President, Mel Kolstad. Trustees present: Anne Deacy, Ben Giles, Mel Kolstad, Jerry Letcher, John McDowell, Jeff Morrell, Jay Myrechuck, Sharon Simon and Brendan Wood-Taylor. Members absent: Marilyn Averbeck. Those also in attendance included Library Director Jon Mark Bolthouse, Administrative Assistant Laurie Moore, Assistant Director for Operations Lori Burgess, Technology Coordinator Josh Cowles and Youth Services Coordinator Sarah Davis.

2. Introduction and welcome to new Board member: Bolthouse introduced the new County Board representative Jay Myrechuck.

\* Giles arrived at 4:34.

3. Approval of Minutes:

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

4. Input: None.

5. Comments from the Public: None.

6. Correspondence (Discussion and Possible Action)

A. Bank Statement from Seefeld Trust for April 2020

7. Approval of Financial Reports:

A. List of bills paid since the last regular meeting: Motion to approve the bills as presented: Myrechuck; second: Simon; carried by roll call vote: yes eight (8); noes none (0); absent and not voting two (2). Myrechuck questioned about adding notes to specific bills and Ledgerock Distillery specifically.

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

8. Director's Report:

A. Monthly Library Statistics

\* Bolthouse shared how curbside pickup had started up since the last board meeting. We are getting approximately 175 cars per day. Our own Children's staff member Katie dressed up in her dinosaur costumes to deliver materials to cars, which gave us the idea to bring in other local mascots to do the same thing.

\* Solar project update: the committee has been meeting every other week and talking about the logistics. McDowell stated that it is something to look forward to after getting through this difficult COVID-19 time.

\* Bolthouse shared how there are lots of building projects going on. Express has had wall damage repaired, been painted and had ceiling tiles installed. The teen area has been rearranged. New lighting has been installed in the Children's area. There has been some rewiring and adding of new computer terminals done.

\* And offer has been extended for the Information Services Coordinator.

\* Lots of applications have come in for the Public Relations Coordinator.

\* May Leb has retired and Kathy Collies has given her notice of retirement also.

\* There are multiple openings for pages and clerks due to this retirement and also positions that were vacant before COVID-19 hit. We are hoping to post for these positions next week.

#### 9. Old Business:

A. Next phase for Library in reaction to COVID-19: Bolthouse is looking at what the next phase may be for the Library. One possibility would be continuing as we are now through May 29<sup>th</sup>, and possibly opening the building up to the public on June 1<sup>st</sup> with limited hours; Monday thru Friday from 9:00 – 6:00 and Saturday 9:00 – 4:00. No programs will be held in the building. No computer use at this time, with a max of 50 people in the building for up to 1 hour maximum. A basket system would be used to control amount of people in the building, with alternating basket colors each hour. Curbside pickup would still continue through the West emergency exit door with up to 3 car spaces. Summer reading cards would also be distributed and accepted through curbside pickup. The Children's area will have no toys or computers available. The second floor will not have computer use or book-a-librarian available. Help for patrons will be available over the phone or online. Furniture will be removed to help discourage people from gathering and sitting. Also, no meeting rooms will be available for booking. Idea Studio, Chapter 52 and Express locations would not open yet. Staff would be required to wear masks at desks and public areas, and highly recommended to wear masks in staff areas. Kolstad questioned Diver's Gallery and Burgess explained that the area will be used for cleaning materials before being moved to the circulation area for check-in. Kolstad was okay with not having shows in the gallery for summer and already has some scheduled virtually.

\* Letcher arrived at 5:00.

Bolthouse is looking for direction from the Board if masks should be required for patrons to wear when in the building. Morrell said it would be illegal to require a mask to work worn, but not illegal to make someone leave who does not abide. His suggestion is to highly suggest that patrons wear masks, but not make it a requirement. Also, possibly lower the time they are allowed in the building if a mask is not worn. McDowell suggested that this is also a good route to go and emphasize that it is to keep families safe and healthy. Deacy also agrees it is not good to require a mask, but do strongly recommend it. Bolthouse figured that Terri could figure out the most effective way to word the signage. Kolstad questioned if there could be legal ramifications if someone contracted COVID-19 at the Library. Morrell feels that it would be very difficult to trace it and we would be covered due to being a municipal building. Kolstad has concerns also about staff having to deal with upset patrons. Bolthouse does not believe any other libraries are requiring masks at this time.

Board members agree that the decision on when to reopen to the public should be left up to Bolthouse.

Motion to approve a meeting in mid-June for the Board to meet and discuss how things are going: Morrell; second: Deacy; carried by unanimous voice vote.

Motion to approve Jon Mark's plan to limit to 50 people in the building: Morrell; second: McDowell; carried by unanimous voice vote.

Motion to adopt the recommendation to suggest masks be worn, but not required: Morrell; second: Simon; carried by unanimous voice vote.

Meeting is set for June 18<sup>th</sup> already, but the Board will call an emergency meeting if anything needs to be addressed earlier.

#### 10. New Business:

A. None.

#### 11. Other: None.

12. Adjournment: Motion to adjourn: Simon; second: Myrechuck; carried by unanimous voice vote. Meeting was adjourned by Board President Mel Kolstad at 5:53 p.m.

Respectfully submitted,

Anne Deacy  
Secretary