

**FDL Public Library Board Minutes**  
**June 18, 2020**

1. Call to Order and Roll Call: On Thursday, June 18, 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: Marilyn Averbeck, Anne Deacy, Ben Giles, Mel Kolstad, Jerry Letcher, Jay Myrechuck, Sharon Simon and Brendan Wood-Taylor. Members absent: John McDowell and Jeff Morrell. 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. Approval of Minutes:

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

3. Input: None.

4. Comments from the Public: None.

5. Correspondence (Discussion and Possible Action)

A. Bank Statement from Seefeld Trust for May 2020

6. Approval of Financial Reports:

A. List of bills paid since the last regular meeting: Motion to approve the bills as presented: Letcher; second: Myrechuck; 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: Giles; second: Deacy; carried by unanimous voice vote.

7. Director's Report:

A. Monthly Library Statistics

\* Bolthouse gave praise to Lori Burgess for doing a great job of laying everything out to get ready for re-opening the building to patrons. Curbside pickup has continued to be a popular choice for people to get their materials. The basket station is working well to track of the amount of people and the amount of time they are spending in the building.

\* Hiring is going well. First interviews are being held on Friday June 19<sup>th</sup> for the Public Relations Coordinator. We had a strong pool of applicants. Posting for Mary Leb's Librarian replacement will be next. We are hoping to get the ad out before the Information Services Coordinator begins so she can help pick out the candidates to interview.

\* Summer Reading Program is going well considering our current situation. We are hoping to get a bigger push out there to increase numbers more.

\* The next level of services we plan to offer during COVID-19 is public computers. We plan to open about 10 computers around the stairwell, the Seefeld area and the regular computer area. The plan is to do a complete clean of the computers in the morning and afternoon, and offer wipes to people between these cleanings who wish to wipe down their machines before use. There will be an hour time limit to keep the length of time patrons are in the building to a minimum. We will start with this plan on Monday July 6<sup>th</sup> and require anyone in that area to wear masks. We will have masks available for anyone who needs one. Also, we will supply a disposable bag to cover the keyboard if the patron chooses to use it. Due to the possible closer contact of staff with patrons who help with issues on the computers, our plan is to have a monitor hooked up to some of the computers to allow staff to view what the patron is seeing from 6 feet away and help them out as needed. We will not change the maximum we are allowing in the building of 50 at this time. Simon questioned if we are sharing our plans with Kim Mueller with the Department of Health. Bolthouse said we have shared past plans with her

staff and will share our computer re-opening plan with them also. The Board seems comfortable with moving forward with this plan.

\* Deacy questioned if all staff are back to normal working schedules in the building. Bolthouse shared that everyone is back in the building. Some are allowed to do an approved task at home for part of their time. This does not include allowing more continuing education at home to get their time in.

\* Simon questioned when to start the director evaluation process. She plans to get the evaluation form out to everyone within the next month and then discuss the next steps.

8. Old Business:

A. None.

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 4:59 p.m.

Respectfully submitted,

Anne Deacy  
Secretary