

FDL Public Library Board Minutes
August 20, 2020

1. Call to Order and Roll Call: On Thursday, August 20, 2020 via Zoom, 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, John McDowell, Jay Myrechuck, Sharon Simon, and Brendan Wood-Taylor. Members absent: Jerry Letcher, and Jeff Morrell. Those also in attendance included Library Director Jon Mark Bolthouse.

2. Approval of Minutes:

A. Discussion and possible approval of minutes from the July Regular Meeting of the Board. Motion to approve the minutes as presented: John McDowell; second: Marilyn Averbeck; carried by unanimous voice vote.

3. Input: None. _____

Morrell arrived to the meeting at 4:33 PM

4. Comments from the Public: Bolthouse shared a thank you card from Lois Flom, a library patron who was very happy with the curbside service that was implemented during the pandemic.

5. Correspondence (Discussion and Possible Action)

A. Bank Statement from Seefeld Trust for July 2020

6. Approval of Financial Reports:

A. List of bills paid since the last regular meeting:

Questions posed by Myrachuck about line item # 7 Library Ideas. Bolthouse clarified that this item was audiobooks.

Question about line item # 56 Migratory Bird Management. Bolthouse updated the board that this was in regards to managing the gulls and their nests on the library property.

Motion to approve the bills as presented: Jay Myrachuck; second: Sharon Simon; carried by roll call vote: yes nine (9); noes none (0); absent and not voting one (1).

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

7. Director's Report:

A. Monthly Library Statistics

* COVID 19 Update – Bolthouse shared that the processes implemented are going well. Laurie Moore is putting the finishing touches on a COVID 19 plan for what to do if an employee gets sick. Plan includes quarantining by departments. There are 15 – 20 concepts included in the event action is required. A copy of the plan will be included in the next board meeting packet.

* There is a plan to re-open the Express Branch on Tuesday, September 8, 2020. The branch will be open the same hours as prior to the shutdown. There will be a capacity limit of 10 persons at a given time imposed. It was shared that this should not be a problem, as this number of patrons at a time has not been exceeded routinely in the past.

*Volunteers at the library are ok to work. Likely Chapter 52 will open again in October.

*The plan for re-opening the Idea Studio is to have the entire space booked, except the recording studio. The concern with cleaning and disinfecting the recording studio is still being discussed. Morrell suggested that there might be a way to place plastic slips over the microphones as he has seen utilized in area courtrooms. To date, for 3D printing, patrons have just dropped projects off for printing and the library team prints them.

*There is a need for a new strategic plan considering our new reality at this time. We would like to bring in someone from WILS to help with the process again, or possibly hire Bruce Smith on the side to help. Bolthouse invited board members to participate in this process. A meeting with WILS is set up for this upcoming week. Kolstad shared support for participating in the process from her experience with the last plan.

* Occupancy sensor system is working really well. It provides the capability to see real-time or on the website, the library occupancy level. Kudos to Lori Burgess.

* Questions about quarantining items returned to the library. The process of holding for 4 days continues for safety purposes. The library director shared that patrons are watching their accounts closely and have called wondering why their item hasn't been logged back in. An item isn't logged back in until after that 4 day period.

* Alana and Ian (Coordinators) are now in place. The librarian position is still vacant, but activity is occurring on working to fill the opening.

*The solar project is moving forward. There is a great community team established to explore how to donate to the project. A brochure will be ready with information about donations by September 1, 2020. Meanwhile, the LED light replacement project is getting quoted. There was a question posed as to whether grants were available for this and the answer provided was yes. Morrell asked about ROI on smart bulbs versus LED. Bolthouse explained that a 10 year ROI will be included as part of the project. It was also shared that smart bulbs can be connected to the HVAC system and thresholds can be set.

* Simon shared that she will be re-sending out the packet for the Director's review. She asked that the board get this document completed and returned to her by no later than September 11, 2020 so the information can be compiled before the next board meeting.

8. Old Business:

A. None.

9. New Business:

A. Kolstad shared that the board needs to begin thinking about Board Officer Elections. Is anyone is interested in becoming an officer, please email Mel. The board needs to assure that there is a President successor ready for when Kolstad's term is up in 2 years.

Simon shared that she is open to continuing as Vice President unless someone is interested in becoming the President after Mel. Deacy shared that she is open to continuing on as Board Secretary unless someone new is interested in the position. Kolstad shared that she would remain as President if nobody else is interested.

Kolstad will determine if there is a need to start the September Board Meeting 15 minutes earlier to discuss Officer Elections. She will notify the members if this is necessary.

10. Other: None.

11. Adjournment: Motion to adjourn: Sharon Simon; second: Ben Giles; carried by unanimous voice vote. Meeting was adjourned by Board President Mel Kolstad at 5:14 p.m.

Respectfully submitted,

Anne Deacy
Secretary