

Virtual Library Board Meeting Minutes
Thursday March 25, 2021
7:00 am

Due to the COVID-19 pandemic, the Library Board will hold its meeting as a virtual meeting. The Library Board will **not** meet at the Library. Rather, members of the Library Board and staff will join the meeting by using Zoom via a computer, tablet, or smartphone, or by calling into the meeting using their phones, as described immediately below.

Members of the public can also join the meeting by using Zoom via a computer, tablet, or smartphone, or by calling into the meeting using their phones, as described immediately below.

Topic: Library Board Meeting March 25, 2021 07:00 AM Central Time (US and Canada)

Join Zoom Meeting <https://us02web.zoom.us/j/6957671486?pwd=aEp0dGRhWGpVQnp2RG11blpydHYyUT09>

Meeting ID: 695 767 1486 Passcode: 081540
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Open: Meeting opened at 7:02 am

Present: Bullette, Craft, Kuse, Ott and Salerno Director Williams and Noffke, Boehnen joined at 7:05

Absent: Leary

Guest and Public Comments-none

Motion to approve Minutes from February 18, 2021

Motion was seconded

Result of Vote-all in favor

Treasurer's Report: Approval of library bills -bills up to date
Endowment Fund update balance \$232,752 up 1.7% for year

Volunteer Program Presentation by Emily Noffke revamping volunteer program to avoid having volunteers duplicate work done in paid positions: phasing out holds check-ins by volunteers (can't have volunteers in the database-violates SCLS rules), pick list volunteers, busy box volunteers, book repair and shelving.

Volunteer positions will include: Media cleaning and repair, program set up and take down, shelf reading and tidying, summer library program volunteers

New policy to provide framework: volunteers to be supervised by the employees at the front desk, define roles and behavioral expectations

New volunteer orientation will include history, mission statement, roles of volunteer, expectations of volunteers, tour of Library, training and job shadowing: modeled positions to parallel paid job descriptions

Director's Report Affordable Housing Discussion had 80 attendees, 30 YouTube Channel views, going on Village cable, soon will have 83% of staff vaccinated. Holds are back in public area-was well received, full staffing was back on Monday, working on Long-Range plan

Review & Discuss

- Materials quarantine-Madison Public Libraries have stopped quarantining, Verona stopped March 8, 19 other Libraries stopped last week, would like to stop quarantining March 29, De Forest, Cross Plains and Waunakee are the only other Libraries which are open at all to the public at this time

Would like to open book sale in lobby since quarantine will be lifted on materials

Exploring UV Light treatment and/or Ozone to curb spread of viruses/bacteria

- SCLS: request adjacent county reimbursements on behalf of MHPL- Williams will request the reimbursements and Salerno will sign off
- April 6th elections-discussion of closing Library to public and staff on April 6 only for elections, not the day after
- Capital Improvement Requests- refinish wood trim around windows in reading room and paint sooty areas on textured ceiling around air vents

Policies

- Gift Policy
- Distribute draft Programming Policy for review

Motions:

Motion to direct SBCP to disburse \$7,915 from the Endowment Fund for JAMPF software, mobile hot spot and Hoopla

Motion was seconded

Motion was amended to end after "Endowment Fund".

Amended Motion was seconded

Result of Vote-all in favor

Motion to approve capital improvement dollars on interior projects- \$2,500 to refinish wood trim around windows in reading room and paint sooty areas on textured ceiling (2 areas)

Motion was seconded

Result of Vote-all in favor

Salerno left the meeting at 7:58 am and Craft took over leading the meeting

Future Agenda Items

- Review Programming Policy with guest Melissa Roelli
- Revised Gift policy and plaques in lobby
- Volunteer policy approval
- Building expansion discussion

Motion to Adjourn made at 8:02

Motion was seconded

Result of Vote-all in favor