**Ethel Everhard Memorial Library Board of Trustees**

**July 13, 2020 — Zoom Public Video Conference**

**Presiding Officer:**  President LeeAnn Kittleson called the meeting to order at 6:35 pm.

**Roll:** Trustees: Lee Ann Kittleson, Nancy Nelson, Karen Robotka, Karen Christensen, Director Paul Ninneman in attendance. Bruce Dethlefsen absent.

**Agenda:** Nelson moved to approve Agenda for July 13, 2020 Meeting. Kittleson seconded.**MC — 4 yes, 0 no**

**Minutes:** Robotka moved to approve amended Minutes to include statement from Paul of regular Board meeting from June 8, 2020. Christensen abstained, Kittleson seconded.**MC — 3 yes, 0 no**

**Minutes:**

**Public Comments:** None.

**Reports:**

1. Financial Report — Kittleson, Robotka and Christensen stopped in to the Library to approve July vouchers. Vouchers Report from June has been changed to remove duplicate payment. Vouchers from July were questioned as to whether or not an invoice to True Value was previously paid. A receipt from SuperValu is needed for proof of purchase. The Amazon check will be changed to reflect the correct amount. The July gas bill has not been received. Kittleson moved to pay vouchers including Amazon with the exception of True Value and Super Valu. Robotka seconded.

**MC — 4 yes, 0 no** Roll Call Vote: Robotka — yes; Kittleson — yes; Christensen — yes; Nelson — yes.

1. Expense Report — The Expense Report for June was reviewed and discussed. Paul will split off Covid-19 expenses/supplies as a separate line item.
2. Director’s Report
3. Sneeze Guards have been installed.
4. Recategorize grant money previously received in the form of a grant from Winnefox to apply to Hot Spots.
5. Summer Read Program participation is down from previous years.
6. Curbside Pick-up seems to be less.
7. Patron visits up somewhat.
8. Paul will cut down on materials spending relative to activity.
9. Joy Ribar: Paul has discussed with her the chance of social media presentation vs. live presentation. She would like to postpone that to coincide with her new book release later this year and if Covid opens up.
10. Adult Programming: Halloween event – social media presentation by Curt Schultz featuring paranormal events of the country. May be possible to partner with other Marquette Co. Libraries. *(During the meeting, Curt Schultz messaged Paul to indicate he is not interested in multiple libraries/one presentation at this time.)*
11. Friends of the Library (reported by Robotka)
12. The Friends have not met recently.
13. Unable to accept any more book donations at the present time and during the remainder of the Covid restricted times.
14. It is recommended that the gardens in the back of the building and the dead tree be removed, including the fenced garden area. We will check to see if the Village Public Works Dept. will facilitate this.
15. Paul will see if anyone is interested in salvaging any of the plants.
16. Paul will check to see if one of the assistants will tidy up the front garden.
17. Recommended better signage for the library – Library Open.

**Unfinished Business:**

Library Operation and COVID-19

1. Paul is in contact with Marquette County Health for Covid-19 guidance re library operation.
2. Discussion of appointments for computers and walk-in usage and various types of sneeze guards around computers.
3. Curbside pickup service continues.
4. Limit on number of persons in the library at a given time.

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**New Business:**

1. Consider meeting room reopening request. Nelson moved to open to AAA group of 5 or less on Sunday night. Christensen seconded. **MC— 4 yes, 0 no**

Kittleson expressed desire to reopen to any group. Discussion and to check on Village meeting room current policy. Kittlesen moved to open to groups of 5 or less when library itself is closed and limited to one rental per day. Robotka seconded. **MC— 4 yes, 0 no**

1. Election of Library Officers:

Karen Christensen has been appointed as a Trustee to the Library Board; Karen Robotka will continue as Vice President and Trustee from Friends of the Library; Kittleson will continue as President; Nelson will continue as Secretary to take the Minutes of meetings. Robotka moved to retain the current slate of officers. Nelson seconded. **MC— 4 yes, 0 no**

**Adjourn:** Nelson moved to adjourn. Kittleson seconded. **MC— 4 yes, 0 no**

The next meeting will be August 10, 2020.

Minutes recorded by Nancy Nelson