

Ethel Everhard Memorial Library Board of Trustees

May 11, 2020 — Zoom Public Video Conference

Presiding Officer: President LeeAnn Kittleson called the meeting to order at 6:30 pm.

Roll: Trustees: Lee Ann Kittleson, Bruce Dethlefsen, Nancy Nelson, Karen Robotka in attendance; Mary Bergs unable to participate in Zoom Conference. Paul Ninnenman also in attendance.

Agenda: Dethlefsen moved to approve Agenda for May 11, 2020 Meeting. Robotka seconded.

MC — 4 yes, 0 no

Minutes: Robotka moved to approve Minutes of special Board meeting from April 27, 2020. Dethlefsen seconded.

MC — 4 yes, 0 no

Public Comments: None.

Reports:

1. **Financial Report** — Vouchers presented for April & May. Kittleson moved to approve vouchers. Dethlefsen seconded.

MC — 4 yes, 0 no

Roll Call Vote: Robotka — yes; Kittleson — yes; Dethlefsen — yes; Nelson — yes.

2. **Director's Report** (given by Kittleson)

a. Curbside Pick-up began on April 28; that first week there were 39 pick-ups primarily from items that had been ordered prior to the library closing. The second week offering Curbside Pick-up has 29 appointments and today alone had 11 appointments.

b. Calendar Update — Paul Ninneman has been hired as the new director of the library. His start date will be May 20.

3. **Friends of the Library** (reported by Robotka)

a. There will not be a Plant Sale in May due to Covid-19.

b. There will not be a Book and Bake Sale due to Covid-19.

c. The Silent Auction and Bake Sale is usually held mid-August; the date will be determined based on Covid-19 cautions in effect for that time period. A large portion of the auction items typically are event tickets/passes and it is possible the events will not be held.

d. There has been a request to furnish books typically used for the Book Sales to assisted living facilities. Some deliveries have been made to HarrisVilla and the Westfield Commons.

e. There are two events scheduled for June — Driftless Stargazing and Mr. Steve (a magic show). Discussion regarding whether to postpone or reschedule these events at this time or investigate other options such as keeping the dates and holding the events outside rather than inside the library, weather permitting.

Unfinished Business:

1. **Library Operation and COVID-19** — It is the consensus of the board that library operations will continue with the current 30-hours per week schedule and offering Curbside Pickup.

2. **Mobile Hotspot Policy** — Hotspots will be available for checkout later this week. LeeAnn will check with Winnefox to determine how to add to catalog. Dethlefsen moved to approve the Mobile Hotspot Policy as drafted; Nelson seconded. **MC — 4 yes, 0 no**

3. **Update on New Director** — Paul Ninneman will start as the new Library Director on May 20. Background and medical checks have been completed with satisfactory results. Requirements to fulfil the Library Director Certification are outlined in the Minutes of the Special Meeting April 27, 2020.

New Business:

1. **Trustee Appointments** — Mary Bergs' 3-year term is up for renewal June 30, 2020. She has indicated she would like to retire the position at that time. Trustees are appointed by the Village President; however, suggestions will be considered from the Library board members.

Adjourn: Dethlefsen moved to adjourn at 9pm. Kittleson seconded. **MC— 4 yes, 0 no**

The next meeting will be June 8, 2020.

Minutes recorded by Nancy Nelson

