

Ethel Everhard Memorial Library Board of Trustees

Emergency Meeting — March 16, 2020, 6:51 pm

Presiding Officer: President LeeAnn Kittleson called the meeting to order at 6:45 pm.

Roll: Trustees: Lee Ann Kittleson, Mary Bergs, Bruce Dethlefsen, Nancy Nelson, Karen Robotka and Library Director Aaron Raschke in attendance.

Agenda: Dethlefsen moved to approve Agenda for March 16, 2020 Board Meeting. Nelson seconded.

MC — 5 yes, 0 no

Public Comments: None.

Reports:

Director's Report — Library Operation and COVID-19

1. Winnefox and Oshkosh libraries are closed tentative to April 6 stopping deliveries, holds, etc., making doing business difficult. Digital libraries are unaffected.
2. Twelve other libraries in system closed and another 12 meeting to discuss closures.
3. The virus appears to live up to 3 days on plastics, etc.; there are not enough disinfectants/wipes, etc., to handle current daily volume.
 - a. Consideration needs to be given to how to address handling of returned books and the book drop.
4. One option is to close to public and employees would continue to work and be available to monitor phones and be available to answer reference questions, etc.
 - a. Staff could do special projects as required to fill hours.

Dethlefsen moved to close until April 6 or to when the Westfield School District reopens. Staff will continue to work as required and on projects. Staff will continue to receive wages/salaries until Library reopens. Bergs seconded.

MC— 5 yes, 0 no

Adjourn: Nelson moved to adjourn. Robotka seconded. **MC— 5 yes, 0 no**

Minutes recorded by Nancy Nelson