

**ESTHERVILLE PUBLIC LIBRARY BOARD MINUTES**  
**Tuesday, June 2, 2020**

*This meeting was held online  
due to the library's closure for the COVID-19 Pandemic since March 16<sup>th</sup>, 2020.  
The link to the meeting was offered to the public on the agenda,  
which was posted on our front door and on our website.*

The Estherville Public Library Board met in regular session at 5:30 p.m. on Tuesday, June 2<sup>nd</sup>, 2020 with all those present attending via Zoom. President Lili Jensen called the meeting to order. Other board members present were Kathy Knudson, Linda Wiegman, Stephanie Franzen Nelson, Kyle Steffen, and Mark Gruwell. EPL Director Tena Hanson was present as well.

**AGENDA:** Mark Gruwell made a motion for approval of the agenda. The motion was seconded by Kathy Knudson. No further discussion.

Roll Call Vote (yes or no):

Lili Y Kathy Y Linda Y Pablo     Molly     Stephanie Y Kyle Y Joe     Mark Y

**HIGHLIGHTS:** Hanson shared notes regarding highlights from each area of the consent agenda for June. The minutes, bills, Director's report, and Circulation report were all detailed. Upcoming programs for June have been moved online, canceled, or postponed due to the continued closure. Circulation for May was affected by the closure which began on March 16<sup>th</sup>, but reflects curbside and online services. Some stats were unavailable either due to Internet problems we experienced today or issues with the service provider (BRIDGES and Wifi stats). Foot traffic is due to staff going outside for curbside delivery of materials, and a few instances of delivery of items we have ordered. Staff have been keeping busy with special projects on top of curbside service and online programming. The Summer Library Program is in full swing.

**CONSENT AGENDA:** Kyle Steffen made a motion for approval of the Consent Agenda, which included the Minutes of the May 5, 2020 meeting, the June 2, 2020 Bills, the June Director's Report, and the May Circulation Report. The motion was seconded by Mark Gruwell. No further discussion.

Roll Call Vote (yes or no):

Lili Y Kathy Y Linda Y Pablo     Molly     Stephanie Y Kyle Y Joe     Mark Y

**DISCUSSION OF ITEMS PULLED FROM CONSENT AGENDA:** None.

**PUBLIC COMMENTS:** Board CE hours are due the end of June. Five board members have completed all requirements, and those remaining will email their information to Tena by the end of the month.

**BRAINSTORMING:** None.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

1. Director evaluation. Hanson waived her right to a closed session, and had filled out her portions of the form in advance of the meeting. Board members made comments regarding Achievements and Strengths, Additional Comments, and Development Plans. Kathy Knudson made a motion that the form be marked “Exceeds Expectations” for an overall rating, which Kyle Steffen seconded. Stephanie Franzen Nelson raised a question about opportunities for raises for the Director, noting that this person advocates for raises for the staff. Lili Jensen noted a letter from the City that comes each July regarding this.

Roll Call Vote (yes or no):

Lili Y Kathy Y Linda Y Pablo     Molly     Stephanie Y Kyle Y Joe     Mark Y

2. Discuss policy, closure, or other items related to the EPL’s COVID-19 response.
  - a. Hanson shared a proposed update to the phased plan for re-opening the library, along with a list of discussion items for the board. Since the last meeting she has sought advice from the City Attorney and has made progress gaining supplies. The date we are able to move into each subsequent phase will be dependent on several factors. A general outline of proposed phases is as follows:
    - i. Phase I: Library Closed. Staff work from home while threat is assessed. Director visits site daily to take care of necessities. (March 16-21)
    - ii. Phase II: Library closed to the public. Curbside services resume with a limited schedule. Staff work on site (with exception of those with immune suppression) in two alternating teams. Programs are moved online and staff assist patrons remotely. Returns of materials are no longer accepted until further notice. (March 23-present)
    - iii. Phase III: Returns accepted. (May 19-present)
    - iv. Phase IV: Library open for services on main floor only with a limited schedule. Ten people at a time will be allowed in, and will be asked to wear masks and practice social distancing. Some furnishings and computers will have been removed to make this possible. We ask that children be accompanied by a parent or guardian. Library visits and computer time will be limited to 30 minutes per person. Restrooms and meeting rooms will not be available.
    - v. Phase V: Library open for services on both floors, with limitations. Ten people will be allowed per floor at any given time, and will be asked to wear masks and practice social distancing. Social distancing will continue to be enforced. We ask that children be accompanied by a parent or guardian. Library visits and computer time will be limited to 30 minutes per person. Restrooms and meeting rooms will not be available.
    - vi. Phase VI: Library is fully open to the public. Masks and social distancing no longer required. All computers, meeting rooms, restrooms, and services restored.
      1. ***Any of these phases can be reversed at any time due to a spike in local virus activity, inability to attain adequate supplies, lack of public compliance with safety procedures, or lack of available staff.***

Stephanie Franzen Nelson made a motion to approve the updates to the phased plan as presented, which Kathy Knudson seconded. No further discussion.

Roll Call Vote (yes or no):

Lili Y Kathy Y Linda Y Pablo     Molly     Stephanie Y Kyle Y Joe     Mark Y

**UPCOMING BUSINESS:**

- Continual policy review

**ADJOURNMENT:** Mark Gruwell made a motion to adjourn at 6:23 PM, which Kathy Knudson seconded. No further discussion.

Roll Call Vote (yes or no):

Lili Y Kathy Y Linda Y Pablo     Molly     Stephanie Y Kyle Y Joe     Mark Y

**Next meeting will be on Tuesday, July 7<sup>th</sup>, 2020, at 5:30 PM via Zoom.**

**Respectfully submitted, Linda Wiegman, Co-Secretary**