

ESTHERVILLE PUBLIC LIBRARY BOARD MINUTES
Tuesday, May 5, 2020

*This meeting was held online
due to the library's closure for the COVID-19 Pandemic since March 16th, 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, May 5th, 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, and Mark Gruwell. EPL Director Tena Hanson was present as well.

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

Roll Call Vote (yes or no):

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

HIGHLIGHTS: Hanson shared notes regarding highlights from each area of the consent agenda for May. The minutes, bills, Director's report, and Circulation report were all detailed. Upcoming programs for May have been moved online, canceled, or postponed due to the continued closure. It remains to be seen how or whether the state will allow us to count online programming for their purposes. Circulation for April was affected by the closure which began on March 16th, but reflects curbside and online services. Foot traffic is due to staff going outside for curbside delivery of materials, and a few instances of delivery of items we have ordered. Online resource use is, not surprisingly, high. Staff have been keeping busy with special projects on top of curbside service and online programming. Hanson thanked the board for their ongoing support.

CONSENT AGENDA: Mark Gruwell made a motion for approval of the Consent Agenda, which included the Minutes of the April 7, 2020 meeting, the May 5, 2020 Bills, the May Director's Report, and the April Circulation Report. 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 Joe Mark Y

DISCUSSION OF ITEMS PULLED FROM CONSENT AGENDA: None.

PUBLIC COMMENTS: Board CE hours are due the end of June. Lili Jensen reported having attended two webinars: Digital Resources for Learning in the Age of COVID-19 by School Library Journal, and Library Love for LibraryReads by Booklist.

BRAINSTORMING: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

1. Discuss allocation of Direct State Aid Funds. Kathy Knudson made a motion that funds provided by the state this year will be directed toward the annual expense of our circulation software, and also toward labeling supplies for our collections work during the closure. Stephanie Nelson seconded the motion. No further discussion.

Roll Call Vote (yes or no):

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

2. Discuss policy, closure, or other items related to the EPL's COVID-19 response.
 - a. Hanson shared a draft phased plan for re-opening the library, along with a list of discussion items for the board. The date we are able to move into each subsequent phase will be dependent on several factors (availability of disinfecting and protective supplies, availability of staff, virus activity in our area, and willingness of the public to follow guidelines set forth while using the facility). 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 II: Returns accepted.
 - iv. Phase IV: Library open for services in lobby only with a limited schedule. One computer will be made available there, and two patrons at a time will be allowed in and will be asked to wear masks and practice social distancing. Patrons under the age of 18 will need to be accompanied by a parent or guardian.
 - v. Phase V: 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. Furnishings and computers will have been removed to make this possible. Patrons under the age of 18 will need to be accompanied by a parent or guardian.
 - vi. Phase VI: 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. Staff will return to their normal schedule. Restrooms are now open to the public. Social distancing will continue to be enforced. Patrons under the age of 18 will need to be accompanied by a parent or guardian.
 - vii. Phase VII: Library is fully open to the public. Masks and social distancing no longer required. All computers, meeting rooms, 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, or lack of available staff.

Mark Gruwell made a motion to approve 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 Joe Mark Y

UPCOMING BUSINESS:

- Continual policy review

ADJOURNMENT: Kathy Knudson made a motion to adjourn at 6:42 PM, which Stephanie Nelson seconded. No further discussion.

Roll Call Vote (yes or no):

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

Next meeting will be on Tuesday, June 2nd, 2020, at 5:30 PM via Zoom.

Respectfully submitted, Linda Wiegman, Co-Secretary