

**ESTHERVILLE PUBLIC LIBRARY BOARD MINUTES**  
**Tuesday, April 7, 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, April 7<sup>th</sup>, 2020. President Lili Jensen called the meeting to order. Other board members present were Kathy Knudson, Linda Wiegman, Molly Struve, Stephanie Franzen Nelson, Kyle Steffen, Joe Gregori, and Mark Gruwell. EPL Director Tena Hanson was present as well.

**AGENDA:** Joe Gregori made a motion for approval of the agenda. The motion was seconded by Molly Struve. No further discussion.

Roll Call Vote (yes or no):

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

**HIGHLIGHTS:** Hanson shared notes regarding highlights from each area of the consent agenda for April. The minutes, bills, Director's report, and Circulation report were all detailed. Upcoming programs for April have been canceled or postponed due to the continued closure. Circulation for March was affected by the closure which began on March 16<sup>th</sup>, but was surprisingly high for missing a full week and operating as curbside only for one week. Online resource use is, not surprisingly, high. Having already launched and developed a procedure for curbside service, along with having already offered online library card applications, has made our library better prepared than most for the current situation.

**CONSENT AGENDA:** Kyle Steffen made a motion for approval of the Consent Agenda, which included the Minutes of the March 3, 2020 meeting, the April 7, 2020 Bills, the April Director's Report, and the March 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 Y Stephanie Y Kyle Y Joe Y Mark Y

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

**PUBLIC COMMENTS:** Kyle Steffen expressed his thanks to Tena for keeping the board well informed as we all handle this new territory of COVID-19 closure. Other board members chimed in and agreed.

**BRAINSTORMING:** None.

**UNFINISHED BUSINESS:** None.

## **NEW BUSINESS:**

1. Discuss policy, closure, or other items related to the EPL's COVID-19 response.
  - a. Lili Jensen expressed that it was a wise decision for our closure to coincide with that of the schools. Kathy, Mark, Linda, and others agreed.
  - b. Tena Hanson discussed a needed update to our Emergency Policy to cover pandemics, and shared how the library operated under some of the standards set in place for inclement weather at the outset of this particular emergency. She advised that the board looks at developing a new policy addressing this once the current situation has passed and all possible lessons have been learned so that those could be incorporated. She offered a list of items this policy might address which she has compiled so far.
  - c. It was discussed that if the school closure continues past the end of this school year, the EPL will follow guidelines offered by public health organizations and the state library to determine when it is safe to re-open.
  - d. If a "shelter in place" is issued, the EPL's staff would no longer be able to work on site, and curbside service would cease. Until then, staff will continue to work in two teams, each working 3 long days per week. One staff member with a compromised immune system will continue to work from home until this threat has passed and we can re-open. Board members expressed concern over lost income for staff, and Hanson explained the city's current policy on administrative leave.
  - e. The EPL's wifi has been opened up to 24/7 availability.
  - f. Hanson explained the procedures for sanitizing materials and how staff are currently handling both dropbox and curbside service. Those present felt the current procedures were sufficient.
  - g. The EPL has hosted its first online program since the closure – a Zoom version of the Saturday knitting group. It was very well received. Hanson is looking at ways to offer more programming in this way throughout our closure. Children's Librarian Paula Spoo has also been working with a Solar System Ambassador to bring in an online program that would count for our NASA @ My Library grant. Discussion took place regarding online storytime and copyright issues. Hanson shared that Spoo is working toward offering some children's activities online.
    - i. No action was taken.

## **UPCOMING BUSINESS:**

- Continual policy review

**ADJOURNMENT:** Linda Wiegman made a motion to adjourn at 6:02 PM, which Mark Gruwell seconded. No further discussion.

Roll Call Vote (yes or no):

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

**Next meeting will be on Monday, May 4<sup>th</sup>, 2020, at 5:30 PM at the EPL Community Room, and will be a joint meeting with the City Council.**

**Respectfully submitted, Stephanie Franzen Nelson, Co-Secretary**