**ABBOTSFORD PUBLIC LIBRARY BOARD OF TRUSTEES MEETING**

[**www.abbotsfordpl.org**](http://www.abbotsfordpl.org)

REGULAR MONTHLY MEETING: Meeting called to order July 15th, 2020 / 5:01 PM / Public Room

ATTENDEES:

Hinrichsen, Braun, Jochimsen, Giffin, Suttner, Bittner, Writz, Dukelow

Members absent:

AGENDA

**Previous minutes:** Read approved. Suttner/Writz

**Public Comment:** Lori Huther for City Council

**Old Business**

* Reopening procedures of selected Local Libraries in our System.
  + [**Colby Community Library:**](http://www.colbypubliclibrary.org/)  Open. M &   12 p.m. -5 p.m.; T: 3 – 7 p.m.; W: 9 a.m. – 5 p.m.; R: Curbside services by appointment 3 – 7 p.m.  M & F 9 -11 a.m. are health risk hours.
  + [**Dorchester Public Library:**](https://dorchesterpubliclibrary.org/) Open with limited services and hours. M.1-3, W.10-2, F. 1-5. 15 min limits on computers and browsing, limit of 9 in building.
  + [**Marathon County Public Library**](https://www.mcpl.us/)**& branches:**  Open on multi-phase reopening plan. Library locations open by appointment and with limited hours. At MCPL’s Wausau, patrons may call the reference desk to schedule an appointment for computer use. Cardholders may use a library computer for one hour per day, with limited computer stations available. Appointments must be made ahead of time and patrons will not be permitted to enter the building unless they have a set appointment. No in-person browsing of materials will be permitted at MCPL Wausau at this time. At the eight branches, patrons may call and schedule an appointment to use a computer or to browse materials, limited to one, 30-minute session per week.  Curbside pickup available by calling local MCPL location or by using the online catalog.
  + [**Medford, Frances L. Simek:**](https://www.citymedfordwi.com/departments/recreation_and_culture/library.php) Open. T and R, 9 a.m. – 4 p.m. browsing by appointment. Appointments required to pick up holds.
  + [**Owen Public Library:**](https://owenpubliclibrary.org/)  Open (Express Library) M, W and F:12 p.m. – 6 p.m. Patrons can browse new DVDs, books, newspapers, magazines and audiobooks in the entryway. Librarian will pick up items for patrons from shelves.
  + [**Stetsonville, Jean M. Thomsen Memorial Library**](http://www.jmtmlibrary.com/):  Open. M & R: 10 a.m. – 2 p.m.; T & W: 12 p.m. – 4 p.m. Visits limited to 30 minutes maximum. Children under 12 must be accompanied by adult. Essential computer use only-if extended use is needed, please call for an appointment  
    Maximum of 8 people in library at a time-including staff. Curbside service and browsing by appointment remain available.
  + [**Thorp Public Library:**](https://www.thorppubliclibrary.org/) Open. Restricting the number of people in the building to 9 and having 30-minute visits only. Computer use is for non-leisure activities only, children under 16 should be accompanied by an adult. Mondays 10-12 p.m. are set aside for at-risk populations.
  + [**Loyal Public Library:**](https://loyalpubliclibrary.org/) Open. M: 10-5:30, W: 10-6  F: 10-5:30 only. Curbside service continues.  Limit of 10 people for 30 minutes per day. Masks encouraged.
* Reopening Update
  + Staff: Nancy working Tuesday and Thursdays. Jackie closes on Wednesday. Jenny closes on Mondays.
  + Hours: Maintain June Hours:
* Monday and Wednesday 10-7 pm, 10-11am reserved for at risk populations.
* Fridays: 10-5 pm, 10-11am reserved for at risk.
* Tuesday and Thursday: building closed, curbside pick-up available by appointment.
* Saturdays: closed
  + Personal protection
    - Shields, facemasks, social distancing.
  + Limits on numbers of people allowed- decreased the number of individuals allowed in the building at one time to 12.
  + Other limits: Maintain June Limits:
    - 15 minutes for library browsing and check-out– “pick-up and go”.
    - 5 computers available – 1 hour time limit- only for non-entertainment.
    - Study rooms available for groups of 2 only – 1 hour use.
    - 6ft social distancing.
    - All toys, puzzles, plush animal, lounge chairs unavailable for use.
    - No in-house programming through.
    - Children under 12 need to be accompanied by an adult.
  + Cleaning guidelines: Sanitizing: using sanitizing wipes and Nu-Foam Glissen Chemical EPA regulated Sanitizer Spray.
    - Patrons are to use hand sanitizer on entry of the building and before browsing and computer use.
    - Staff sanitizes door handles, tables, phones, other high touch areas: hourly and at close.
    - Tuesday’s and Thursday’s staff will sanitize areas not deemed high touch.
    - Circulation desk after each check-out.
    - Public Computers: cleaned after each use, silicone protection on keyboards, alcohol whips for mice, wait 10 minutes before next patron use after cleaning for sanitizers to completely dry.
    - Library materials at check-in after at least 3 days in quarantine.
    - Outside door handle: every two hours.
  + Masks: Other libraries in our system that have sought legal advice on this matter advise that as the library is a public building, if the city and county the library reside in are not requiring masks, the library such refrain from the word require and use highly recommend.
  + Wisconsin Public Libraries Reopening Guide: <https://wvls.org/reopening-guidelines-released/>
  + First overdue to be sent out on the 22nd.

**New Business**

* New Covid-19 guidelines form the Clark County Health Department. New Guidelines are recommendations not requirements, and are meant to be adapted to each library’s unique characteristics. The new guidelines are based on Covid-19 activity levels; high, medium, and low. Each level has its own recommendations. At the time of meeting Clark County was at high activity. The motion was made that the library would stay with current procedures, however the director will be giving the ability to move the library back to curbside only services or services by appointment at her discretion. Suttner/Writz, motion passed.
* Review Abbotsford Library Covid-19 procedures: Board decided to maintain procedures as is.
* Facebook Live Concert: Watch musician Troy Graham on the library’s Facebook page.
  + Discuss changes to make for August or choose to maintain current hours/procedures: Board decision is that August will match hours and procedures of June and July.

**Treasurer’s Report**: 50% spent

**Circulation Report:**

* + Total Circulation: June 2020: 1,497 Last month: 903
  + June 2019: 2,783 June 2018: 2,942 June 2017: 3,232 June 2016: ­­­2354 June 2015: 2591 June 2014: 2673

Circulation Break-down:

Books: 679, DVDs: 239, Spoken Record: 12, Large Print: 14, Magazines: 75, Other: 11

**Other Usage Report:**

* Wireless Sessions: June: 331 May: 327 April: 253 March: 286 Feb: 193 Jan: 219 Dec: 121 Nov: 184 233 Oct: 269 Sept: 290 Aug: 338 July: 168 June: 186 May: 188
* Overdrive E-material Checkout: June: 243 May: 237 April:286 March: 239 Feb: 185 Jan: 173 Dec:177 Nov: Oct: 242 Sept: 243 Aug: 212 July: 111 June: 188 May: 166
* Website Visits: June: 256 May: 276 April: 443 March: 394 Feb.: 175
* **Monthly Reference:**

June: 50

**Patron Count:**

June 2020: 471 June 2019: 1086 June 2018: 1019 June 2017: 1543 June 2016: 1417

**Policy Review: none**

**WVLS report:**

**Director Report**

* Summer Reading Update:
  + Beanstack Online/Offline
    - 18 adult readers, 2 teen readers, 39 youth readers
    - Prizes to be awarded June 28th.
  + Take and Make Crafts: Very popular. The library has received many thanks form parents, grandparents, and even kids for providing these activities.
  + Summer School: Director was approached by the 4k and middle school live summer school classes for programs and books. Four weeks of craft kits and a section of themed books will go the 4k class. Middle school will receive a ready to go Breakout Box program and have been approved to visit the library for the students to select reading materials.
* Last Month Program Count:

June: Monthly Program total: 14 programs, 231 attendance

* Future Programs: Limit to 9 if held, Weekly Make and Takes to continue and introducing weekly challenges, both to move to monthly when school resumes in Fall. One idea for a challenge would be a Kindness rock Scavenger Hunt or a where is Abbotsford Picture find.
* Jenny Jochimsen was picked by youth library book vender, Jr. Library Guild to be their Librarian of the Month. Jochimsen will have an interview with Jr. Library Guild representative and the article will be placed on the organization’s blog near the end of the month. The library will also receive 20 free books from Jr. Library Guild.

**Staffing/Operating Issues**

Window update: Insure Claim has been placed, still waiting on repairs.

Kim Olson-Peterson: Olson-Peterson worked a rotating Saturday and helped with movie nights. She has giving a tentative last day of Aug. 31st 2020.

Saturdays: The loss of the extra person on the Saturday rotation will cause strain on staff. The director talked with current staff and past on those discussions the director suggests for the future that the library be closed on Saturdays in the months of June, July, and August and change hours to 9am to 12pm. Board will vote on this change at the Aug. meeting.

**Next meeting:**

August 19th at 5pm.

**Adjourn** 5:38 pm Suttner/Giffin

