**ABBOTSFORD PUBLIC LIBRARY BOARD OF TRUSTEES MEETING**

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

REGULAR MONTHLY MEETING: Meeting called to order June 17th, 2020 / 5:00 PM / Public Room and Call In

ATTENDEES:

 Hinrichsen, Braun, Jochimsen, Giffin, Suttner, Bittner

 Members absent: Writz, Monica

AGENDA

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

**Public Comment:** Lori Huther for City Council through Call in.

**Old Business**

* Reopening:
	+ Library building re-opens with limited hours/restrictions June 1st.
	+ COVID-19 Library Recommendations and Guidance document form the Clark County Health Department shared with board to use as guidance in approving reopening procedures.
	+ Director will ask for one more two-week (June 15) extension on due dates so that everything is not coming due on date of reopen.
* Hours: at least one day closed between openings for cleaning and 24 hr quarantine.
* 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
* Restrictions/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.
		- Up to 22 patrons at one time, max of 10 in group (4 people per 1,000 square feet).
		- 6ft social distancing.
		- All toys, puzzles, plush animal, lounge chairs unavailable for use.
		- No in-house programming through June - re-evaluate July and August.
		- Children under 12 need to be accompanied by an adult.
		- 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.
		- Tuesdays and Thursdays 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.
* Other Limits: Masks: Board is requiring patrons to wear masks in the library.
* Staff:
	+ Protection: Face shields available. Kim Olson will have her husband make a sneeze guard for the circulation desk. He will do the labor free, but will charge for the Plexiglas.
	+ Staff Hours: Director will talk to staff to determine hours to fit new schedule. N. Corley has expressed a wish to have no interaction with the public and will be working Tues and Thursdays.
	+ If Staff gets sick.
		- Do not come in if have symptoms (library may have to close for day)
		- Director will order no touch thermometer for building and staff will check temps before work.
		- Close if director tests positive, 14 days at least, use recommendation of health officials.
		- If other staff, close for three days, deep cleaning of building, reduce hours as needed, director must test negative to resume work.

**New Business**

* Reopening procedures of selected Local Libraries in our System.
	+ [**Colby Community Library:**](http://www.colbypubliclibrary.org/)  Open. M & F  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.

**Treasurer’s Report**: 43% spent

**Circulation Report: No renewals counted during May**

* + Total Circulation: May 2020: 903 Last month: 0 May 2019: 2664 May 2018: 2,161 May 2017: 2020 May 2016: ­­­2354 May 2015: 1995 May 2014: 2438

Circulation Break-down:

 Books:639, DVD:130, Spoken Record: 71, Large Print: 19, Magazines: 38, Other: 6

**Other Usage Report:**

* Wireless Sessions: 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: 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: May: 276 April: 443 March: 394, Feb.: 175
* **Monthly Reference:**

May: not counted, no inhouse patrons however patron questions were answered over the phone.

**Patron Count:** May 2020: 115 (Only Curbside pick-up offered-Mostly one person from household, less kids with parents, building closed-no computer use).

May 2019: 1111 May 2018:1590 May 2017:1107 May 2016: 1473

**Policy Review:**

**WVLS report:** One weekly audio conference meeting occurring. Vcat held virtually on the 4th.

**Director Report**

* Summer Reading Update:
	+ Beanstack/Summer Program: 16 youth signed up, 13 adults/teens.
	+ Take and Make Crafts – going very well. No left-over crafts from any of the pervious weeks.
* Last Month Program Count:

 May: Monthly Program total: 14 programs, 174 attendance

* Future Programs: Limit to 9 if held, Make and Takes to continue, Beanstalk for Reading Logs, Trivia Night.
* Director will ask City Administrator about the budget forecast for 2021.

**Staffing/Operating Issues**

* Water pipe broke over internet router and switch box at 3pm just before meeting. WVLS contacted, new equipment on its way. One of the inside security cameras has gone black. Will get an update from City Hall on status.

**Next meeting:**

July 15th at 5pm.

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

