



**Minutes of the Monday, April 13, 2020 Meeting  
Library Advisory Board**

Zoom Video Meeting  
Dial-In Information: +1 312 626 6799  
Meeting ID: 151 036 165

**Minn. Stat. § 13D.021 – Meeting by Telephone or Other Electronic Means; Conditions** - Minn. Stat. § 13D.021 provides that a meeting of a public body may be conducted via telephone or other electronic means if meeting in a public location is not practical or prudent because of a health pandemic or declared emergency.

**PRESENT:** Melissa Kuhl (Chair), Keri Simon, Travis Davidson, Jayne Spooner, Navaeh Weng, Crystal Bauer (Vice Chair), Isabelle O'Connor, Delane James (Library Director)

**CALL TO ORDER:** Melissa Kuhl called the meeting to order at 6:00 p.m.

**APPROVAL OF THE MINUTES:** The minutes of the March 9, 2020, meeting were approved as written; following a motion by Keri and a second by Crystal. All in favor. The motion carried.

**ELECTION OF OFFICERS:** Crystal nominated Travis for Chair. Jayne seconded. Travis accepted the nomination. All in favor. Travis Davidson is the newly elected Library Advisory Board Chair. Keri nominated Jayne for Vice Chair. Mel seconded the nomination. Jayne accepted the nomination. All in favor. Jayne Spooner is the newly elected Vice Chair. Congratulations to the new officers. The current officers are thanked for their service.

**DIRECTOR'S REPORT:** Library Director, Delane James reported on the following:

- The Library's Teen Advisory Board (TAB) hosted a food drive at Buckham Memorial Library from March 9-13. In addition to non-perishable food items, patrons donated hygiene products and pet food. The Faribault Food Shelf picked up the items collected on March 14, which was the last day the Library was open before the closure due to the COVID-19 outbreak.
- At their March 9<sup>th</sup> Library Advisory Board Meeting, the Board prepared the necessary documents for the anticipated deposit of funds from the Sandra Thomas estate to the SELCO Library Foundation. According to Thomas' will, the funds will be given to the SELCO Library Foundation for the benefit of Buckham Memorial Library. SELCO will notify the Library when the funds are received.
- After the Emergency City Council meeting on Sunday, March 15, the Library was closed to the public beginning Monday, March 16. Library staff continued to report to work in staggered shifts and supervisors began preparing some staff to work from home when possible.
- Beginning on Wednesday, March 18, Buckham Memorial Library became one of the pick-up locations for meals for students provided by the Faribault Public School District. Currently the meals are available for pick up from a school bus parked in the Library's parking lot from 10 a.m. – 12 p.m. weekdays.
- Staff called patrons with items on the hold shelf and arranged curbside pickup appointments. This service was discontinued after the first week due to safety concerns for staff and patrons related to social distancing.

- Federal tax forms 1040 and 1040-SR are available outside the Library near the bike racks while supplies last.
- The book drop closed when the first Rice County case of COVID-19 was reported. No late fees will be accrued on any library materials during the closure. Patrons are asked to keep their materials at home and not leave them outside the Library. Staff are investigating how to handle library materials safely when returns are allowed.
- As of March 26<sup>th</sup>, nine part-time 13 hour per week staff members were no longer scheduled to work. These employees included Circulation Aides, Library Pages and a Processor/Mender. These employees are still City employees and will be called back in the future. They are eligible for unemployment.
- As of March 30<sup>th</sup>, remaining staff began working mostly from home. One or two staff per day are reporting to process mail and bills and to check on the facility for maintenance and security issues. US mail for the entire Buckham Center is still being received through the book return. Rice County Public Health contacted the Library to investigate the feasibility of the book return being used as a collection site for donated PPE. After consideration, Rice County Public Health decided not to use the book return for this purpose.
- Staff are offering virtual programming. Staff are being careful not to violate copyright and other intellectual property laws when providing this type of programming. The librarians are working with authors, creators, and publishers, seeking permission and guidelines for how a piece of material can be used online during this time. Children's Librarian Deni Buendorf has been offering Facebook Live storytime and Public Services Librarian Allyn McColley is hosting Zoom meetings for the Faribault Ukulele Network members. Library Technician Lisa Reuvers is offering virtual gardening content. More virtual programming is underway or under development including book clubs, the Edible Book Festival, Teen Advisory Board and Summer Library Program. The interactive pollinator exhibit from the U of M Bee Lab has been cancelled. A Pollinator Outreach Kit has been applied for through the U of M Bee Lab. The Library is also printing ear savers on the four 3D printers for Allina District One Hospital Staff.
- Patrons can now fill out online forms from the Library's webpage to apply for an electronic library card, renew an existing library card or to ask for assistance from a librarian. The forms are delivered to a generic email account [library@ci.faribault.mn.us](mailto:library@ci.faribault.mn.us) that is used by Library staff to assist patrons.
- The Library is working with Faribault Youth Investment to encourage all Faribault students to register for an electronic library card and use the Library's online resources such as eBooks, eAudiobooks, language learning software and live online homework help.
- With the Governor's Stay at Home Executive Order 20-20 and extension, the Library is closed until at least May 4<sup>th</sup>.
- As of April 13<sup>th</sup>, the Library's five Library Receptionists are placed on furlough. The Receptionists are still City of Faribault staff members. They will not lose their accrued leave benefits; however, they will not continue to accrue leave while on furlough. The Library Receptionist are eligible to apply for unemployment benefits during their furlough.
- A call went out from Faribault Youth Investment that the Faribault Community Schools were in need of supplies for activity bags that included educational activities, supplies, materials and lessons to help support learning for all ages. Children's Librarian Deni Buendorf was able to coordinate with Becky Ford of FYI to share reading incentives that were purchased by the Friends of Buckham Memorial Library and left over from several previous years' Summer Library Programs. The incentives included:
  - Harry Potter style "mad scientist" glasses
  - Containers of galaxy slime
  - Mini Lego (not brand name) kits
  - Mini basketball hoops (attach to wall/bedroom door style)

- Wooden snakes (to paint) that move when held by the tail
- National Geographic *Weird But True Facts* booklets
- Sidewalk chalk
- Inflatable globes
- Small plastic finger puppets

The total in-kind value of these reading incentives given by the Friends of Buckham Memorial Library is \$1,943

- The Librarians are testing a streaming video and music service, Hoopla, that maybe added to the Library's digital resources.
- The Library is working with SELCO on a possible grant for mobile hotspots. The Friends will also be asked to participate in this program. The idea for the hotspots is to put them in areas of great need for students like trailer courts, subsidized housing and laundry mats. Jayne had the idea of putting them on the school buses that deliver meals to students at various locations throughout the community. Delane will contact the school district about that idea.
- Staff are planning for when the Library is able to reopen or if the Library must stay closed longer than May 4<sup>th</sup>. Here are some of the preparations and considerations that are currently being worked on:
  - The service desks have been measured in preparation for the installation of plexiglass barriers.
  - Furniture and toys will be moved to the Great Hall to allow for better social distancing.
  - Visual floor markers, cones, etc. are being investigated.
  - Fewer computers will be available with shorter time limits.
  - Working on how to safely handle library materials when the book return reopens.
  - The number of people allowed in the Library at a time may be limited.

**TEEN ADVISORY BOARD REPORT:** Student Board Member Navaeh

Weng reported on the following:

- The food drive went well with two carts full of donations including pet food and toiletries. The Faribault Food Shelf picked up the items on March 14<sup>th</sup>, the last day the Library was open to the public.
- The Lego Party went well.
- 25 youth participated in the library scavenger hunt during spring break.
- Programs are being moved online via Facebook and Zoom including the Edible Books Festival, TAB, Pizza and Pages, Books and Brownies, Storytime, and Summer Library Program.
- The author visit in March was cancelled.

**SELCO REPORT:**

SELCO has closed its facility. Delivery is suspended. The help desk is available for emergencies only. Starting on April 13<sup>th</sup>, SELCO staff started working from home. Limited delivery service may start as early as next week. The Library Directors are meeting via Go To Meeting on April 14<sup>th</sup> to discuss the Fiscal year 2021 SELCO Budget.

**NEXT MEETING DATE:** Monday, May 11, 2020, at 6:00 p.m. location/format T.B.A.

**ADJOURNMENT:** The meeting was adjourned at 6:44 p.m. following a motion by Crystal and a second by Travis. All in favor.

Respectfully submitted,  
Delane James, Library and Communications Director