



**Minutes of the Monday, May 11, 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, Keri Simon, Travis Davidson (Chair), Jayne Spooner (Vice Chair), Navaeh Weeg, Crystal Bauer, Isabelle O'Connor, Delane James (Library Director)

CALL TO ORDER: Travis Davidson called the meeting to order at 6:02 p.m.

APPROVAL OF THE MINUTES: The minutes of the April 13, 2020, meeting with the correction of the spelling of Navaeh Weeg's last name were approved following a motion by Crystal and a second by Keri. All in favor. The motion carried.

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

- There was confusion at the beginning of this meeting due to a double-booking of Zoom meetings using the City's Zoom account. All Board members were contacted immediately prior to this meeting with new credentials for a meeting hosted from a free Zoom account. Because it was hosted from a free Zoom account, the meeting was limited to 40 minutes. Thanks to all the Board members for quickly navigating the change. The Library will subscribe to its own paid Zoom account immediately following this meeting to prevent this situation from happening again.
- Children's Librarian Deni Buendorf and her driver Library Advisory Board Member Melissa Kuhl participated in the Community-wide Parade on April 29th.
- Library staff are continuing to develop and offer online programming for patrons of all ages. The librarians are using Facebook, Zoom and YouTube to offer storytimes, book clubs, a book festival, literacy activities, instruction for using library resources, gardening programming, 3D printing videos and ukulele club. All performers for Summer Library Program will be providing online

performances. Reading logs for the summer reading program will be offered virtually. “Take and Go” Makerspace programming is currently under development and will be offered as part of the Library’s No-Contact Curbside Pickup in the future. Some of the “Take and Go” Makerspace options may include literacy activities, paper crafting, ukulele kits, gardening activities, sewing activities and STEAM activities.

- The Library 3D printed 200 ear-savers for the staff at Allina District One Hospital. The ear-savers can be used with DIY masks to help prevent irritation cause by elastic ear loops on the mask.
- Plexiglass barriers have been ordered for the Circulation Desk, Information Desk and the Children’s Circulation Desk. Delivery and installation of the barriers is expected by the end of May.
- All of the toys and learning equipment have been moved to the Great Hall.
- To help encourage social distancing, all of the sofas and chairs have been moved and will not be accessible.
- Some staff have moved to temporary work stations to promote social distancing.
- Currently, 7 out of 21 library staff members are working. The staff who are currently working are reporting to the library 2-3 days per week and are working the remainder of their hours remotely.
- The librarians are currently working on a phased plan for reopening.
- In addition to Faribault Public Schools weekday food program distribution at Buckham Library’s parking lot, a collaboration of community partners are distributing boxes of food for anyone in need in the east side of the Library’s parking lot on Fridays from 10 am to 12 pm. The partners included in this program are Growing Up Healthy, the YMCA, Faribault Youth Investment, Faribault Community School, Hiawathaland Transit, Rice County United Way, Youthprise, and the BlueCross/BlueShield Foundation.
- Staff completed safety and procedural training for No-Contact Curbside Pickup Service that launched May 6th. Two teams of 3 library staff members work rotating shifts to provide the service. The service will be offered Monday through Friday, 10 a.m. – 12 p.m. and 2 p.m. – 4 p.m.
- The Library launched the streaming service, Hoopla on May 7th. With Hoopla, patrons can use more online content including video, music, eAudiobooks, eBooks and comic books.
- Department Heads have been directed to prepare budget scenarios for reductions of 7.5% and 15% for the 2021 budget.
- The parking lot and plaza projects are still moving forward. Perkins and Will are currently working on construction plans for the plaza. Anticipated start time for the projects is August 2020.

TEEN ADVISORY BOARD REPORT: Student Board Member Navaeh

Weeg reported on the following:

- Library programming is going virtual including the Summer Library Program and the Edible Books Festival.

- The Library is participating in the online state program One Book, One Minnesota and features the book Because of Winn-Dixie by Kate DiCamillo.

SELCO REPORT:

After briefly discussing the SELCO Board Member and Trustee to the SELCO Foundation positions, the Board decided to table further discussion and appointments until the next meeting. This will allow more time to gather information about these positions and the Board will be able to have a longer discussion as time for the current Zoom meeting was limited.

OTHER:

- Travis noticed the Plunkett's Pest Control vehicle outside the Library during his last visit and asked if the Library was using herbicides. Delane shared that Plunkett's is the Library's exterminator and that Parks & Rec staff do still use herbicides but we have asked them not to spray the Library's garden areas.
- Isabelle complimented the Library staff for doing a good job of moving the Library's programming to an online format.

NEXT MEETING DATE: Monday, June 8, 2020, at 6:00 p.m. via Zoom meeting.

ADJOURNMENT: The meeting was adjourned at 6:38 p.m. following a motion by Isabelle and a second by Jayne. All in favor. The motion carried.

Respectfully submitted,
Delane James, Library and Communications Director