



**Minutes of the Monday, June 8, 2020 Meeting
Library Advisory Board**

Zoom Video Meeting
Dial-In Information: +1 312 626 6799
Meeting ID: 856 8224 8329

**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, Jayne Spooner (Vice Chair), Nevaeh Weeg, Crystal Bauer, Isabelle O'Connor, Delane James (Library Director)

CALL TO ORDER: Jayne Spooner called the meeting to order at 6 p.m.

APPROVAL OF THE MINUTES: The minutes of the May 11, 2020, were approved following a motion by Keri and a second by Crystal. All in favor. The motion carried.

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

- Delane apologized for the problems with Zoom before the last meeting and for the email packets not being distributed until this morning.
- There have been 56 checkouts in the first weeks since Hoopla launched.
- No-Contact Curbside Pickup is going well. During the month of May, two teams of 3 staff members rotated every other day to provide the curbside service. 286 items were checked out in May. As of June 1st, all seven Information staff members are working at the library daily and the available slots for curbside were doubled. In the first four days of June, 106 items were checked out.
- The outside book drop officially opened today. Last week during a soft opening, 593 items were returned. All items are being quarantined for at least 3 days and then the items are being cleaned. Due dates for our library's materials have been extended until July 6th. Some other libraries materials are accruing fines, but staff are removing those fines as materials are checked in. At this point, patrons can call during curbside hours and request items that are currently on our library's shelves.

- The Summer Library Program is going well. All of the performers are offering either live online programming or a pre-recorded video. So far, 81 young people signed up for the reading part of the Summer Library Program.
- A check for \$2,000 was received from the Estate of Mary Ellen Thomas in the name of Sandra L. Thomas. A final distribution from the estate is expected in July. Delane suggested using the money from this estate towards expenses incurred during the first phase of the plaza project. The Board agreed with using the funds towards plaza expenses with acknowledgement the bequest from Mary Ellen Thomas's Estate in the name of Sandra L. Thomas.
- Online resources have seen an increase in usage since the beginning of the pandemic:
 - Overdrive had 1,659 checkouts in February and 1,947 checkouts in May.
 - HelpNow Online Homework Help had 8 uses in February and 35 uses in April.
 - JobHelp had 9 uses in February and 21 uses in April.
 - Tumblebooks had 49 checkouts in February and 238 checkouts in April.
 - Mango Languages usually has a few uses per month. Since March, Mango has been used approximately 70 times.
- Online programming is getting a lot of views and reactions. We are also receiving complements from patrons and performers about the quality of the programming. Delane will bring statistics to the next meeting related to online programming.

PHASED OPENING PLAN

- Delane reviewed the Phased Opening Plan with the Board. At this time, the phases are as follows:
 - Phase A: Online and Virtual Access with Building and Book Return Closed to the Public (March 16-May 5, 2020)
 - Phase B: No-Contact Curbside Service (May 6—Expanded hours on June 1, 2020)
 - Phase C: Book Return Open (June 8, 2020)
 - Phase D: Library Open to Patrons by Appointment for Browse and Go
 - Phase E: Interlibrary Loan and Regional Delivery
 - Phase F: Computer by Appointment
 - Phase G: New Normal (Herd Immunity and/or Vaccine readily available)
- Each phase builds on the previous phases and includes plans to dial back if necessary according to conditions.
- Staff currently on furlough will be brought back to work and trained for a week before the library advances to Phase D. The training will include safety procedures and working within a new service model.

2021 BUDGET

- For the 2021 Budget, department heads were instructed to keep non-personnel expenses at a 0% increase from 2020. The administrator also asked department heads to prepare budget scenarios with 7.5% and 15% budget decreases in case cuts needed to be made due to a drastic decrease in revenues.

- The library is not requesting additional personnel or changes to the fee schedule for 2021.
- The City budget request is due June 26th.
- Rice County has not sent out their budget request instructions. Delane will be in contact with them. Usually, the Rice County funding request is due the first week of July.

TEEN ADVISORY BOARD REPORT: Student Board Member Nevaeh Weeg reported on the following:

- TAB had a meeting and they discussed how they could be virtual Volunteers.
- Story times are still being held online.
- Summer Library Program is all online and started June 5th with Tuey.

SELCO REPORT:

- Delane will ask at the July 16th Friends' meeting if any of their Board members are interested in either the SELCO Board Member position or the SELCO Foundation Trustee position.
- Delane received the updated SELCO ILS Agreement and will place it on the June 23rd City Council Agenda for approval and signatures.

OTHER:

- The Library Advisory Board will continue to meet via Zoom until everyone feels comfortable to meet in person.

NEXT MEETING DATE: Monday, July 13, 2020, at 6:00 p.m. via Zoom meeting.

ADJOURNMENT: At 5:40 p.m. the meeting was adjourned following a motion by Melissa and a second by Crystal. All in favor. The motion carried.

Respectfully submitted,
Linda Hanson, Library Technician
Minutes taken via a recording of the June 8th Zoom meeting.