



**Minutes of the Monday, July 13, 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: Travis Davidson (Chair) Melissa Kuhl, Keri Simon, Jayne Spooner (Vice Chair), Crystal Bauer, Isabelle O'Connor, Delane James (Library Director)

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

APPROVAL OF THE MINUTES: The minutes of the June 8, 2020, were approved with the change of the adjournment time to 6:40 p.m. A motion was made by Crystal to approve the minutes with the change and a second by Mel. All in favor. The motion carried.

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

- The outside book drop has been officially open since our last meeting. All items are being quarantined for at least 3 days per IMLS recommendations and then the items are being wiped down. A total of 4,172 items were returned in the month of June.
- On June 15th, all staff returned to work with the exception of 3 Pages (Shelvers). We currently have the opening posted and are trying to fill the positions. All staff had a week of training on the new COVID-19 procedures and safety protocol.
- On June 22nd the library started offering Browse-and-Go visits by appointment. Response has been good. Patrons call for a half hour appointment. Face coverings are required and 10 patrons are allowed in the library at a time.
- No-Contact Curbside Pickup is continuing and is increasing in popularity due to Interlibrary Loan resuming.
- ILL resumed on July 13th. Patrons can now place requests online again and they can also request items from other open libraries in the SELCO system. The first day of resuming ILL, 300 items were on the pull list, we returned 13 tubs plus 2

boxes and received 12 tubs from SELCO delivery. We are quarantining items from delivery for two days before checking them in. Staff are calling patrons with holds to set up appointment for either No-Contact Curbside Pickup or Browse-and-Go.

- The next phase for reopening is to offer Internet computer appointments with a target of mid-August. These appointments will require more hands-on or close contact help. Staff are investigating screen sharing software that will allow us to be safe and still service the public.
- The Summer Library Program is going well. Three families have completed the program. Deni has set up the prize book carts near her desk and is scheduling Browse-And-Go appointments with the kids and their parents to collect their 4 free books. In the month of June, we had 103 young people sign up for the Summer Library Program. Everyone who signs up also gets entered into a weekly drawing for prizes.
- We have had 27 online children's programs including Friday Performers, TAB meetings and story times with 1786 views.
- Adults have had 18 online programs with 2317 views. These programs include gardening, 3D printing, Ukulele classes and Ukulele jam sessions.

2021 BUDGET

- For the 2021 Budget, Department heads were instructed to keep non-personnel expenses at a 0% increase from 2020. City Administrator Tim Murray predicts that 2020 and 2021 may be ok related to revenue, but 2022 might be a hard year should the current trend of the pandemic continue.
- The library is not requesting additional personnel or changes to the fee schedule for 2021.
- The City budget request was due June 26th and 2021 Goals and CIP items were due July 6th.
- Faribault will be getting approximately 1.8 million of the federal funding from the Cares Act. It will be disbursed to small businesses and possibly the school district to help in paying for distance learning/hot spots. Cares Act funds will also be used to reimburse departments for expenses incurred do to the COVID-19 pandemic.
- The Rice County Funding request was due July 10th. The library requested a 3% increase for 2021 to help offset an increase of approximately \$41,000 in personnel expenses.
- Goals for 2021 were taken from the library's Strategic Plan with the addition of a goal to re-evaluate the strategic plan due to the consequence of the pandemic.
- Capital Improvement Plan Projects for 2021-2025 include the drive thru book return which last year was pushed back to 2022. CIP Projects for the year 2026-2030 include:
 - Elevator modernization
 - Library furniture
 - Murals cleaning and restoration
 - Clean and seal the exterior
 - Library flooring

- The mural, exterior and flooring projects should be completed before the library's 100th anniversary in 2030.

TEEN ADVISORY BOARD REPORT: None

SELCO REPORT:

- SELCO technicians will only make site visits in case of emergencies that cannot be handled remotely. Strict guidelines for emergency visits have been set.
- The SELCO Board Member and SELCO Foundation Trustee positions are on the agenda for discussion for the Friends of the Library Board Meeting later this week.

OTHER:

- The Library received a quote from Perkins + Will for bid and contract assistance for \$13,805 for the continuation of the Plaza Project. This amount was not included in the original contract with the Friends of Buckham Memorial Library. At the June Library Advisory Board Meeting, the Board had decided that the funds from the Mary Ellen Thomas Estate should be used towards extra expenses incurred in the Plaza Project. The bid and contract assistance quote came in much higher than Delane had anticipated and she asked the Board if they would consider using up to \$10,000 from the Sandra Thomas Estate that is currently held in the SELCO Foundation towards the expenses for the bid and contract assistance from Perkins + Will. After discussion, a motion was made by Jayne and was seconded by Melanie to use the estimated gift of \$4,000 from the Mary Ellen Thomas Estate plus up to \$10,000 from the Sandra Thomas Estate held in the SELCO Foundation to cover the cost of bid and contract assistance from Perkins + Will. All in favor. Motion carried.

NEXT MEETING DATE: Monday, August 10, 2020, at 6:00 p.m. via Zoom meeting.

ADJOURNMENT: At 7:10 p.m. the meeting was adjourned.

Respectfully submitted,

Linda Hanson, Library Technician

Minutes taken via a recording of the July 13th Zoom meeting.