



**Minutes of the Monday, October 12, 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: Jayne Spooner (Vice Chair), Melissa Kuhl, Keri Simon, Crystal Bauer, Nevaeh Weeg, Delane James (Library Director)

CALL TO ORDER: Jayne called the meeting to order at 6:05 p.m.

APPROVAL OF THE MINUTES: The minutes of the September 21, 2020, meeting were approved without changes following a motion by Keri and a second by Crystal. All in favor. Motion carried.

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

- The Parking Lot Project is on schedule and should be completed by the end of the year.
- The Plaza Project is also going well. Two changes had to be made to the contract as issues became apparent during construction--one section of sidewalk will need to be redone to make the connection to the ramp level; a section of the current concrete plaza area will need to be demolished and replaced in order to avoid pooling of water in previous drain sites. The total cost of the changes will be \$7460. Delane asked that the Library Board consider releasing additional Sandra Thomas funds if needed but suggested the Board wait until nearer project completion to see what actual costs are. Board members indicated openness to this.
- At their upcoming meeting, the City Council will be voting to accept the Mary Ellen Thomas donation of \$2000 as well as the Friends of the Library donation of \$238,100.
- Representatives of the Friends of the Library were at the International Festival promoting the Plaza Project and "save the date" for the ribbon cutting in the spring. The Friends of the Library Board will be meeting on Thursday, October 14, 2020.
- Three Library Board members' terms expire at the end of 2020--Crystal, Melissa, and Nevaeh. All 3 qualify for another term if interested. Delane emailed the paperwork to each to fill out for the City Council to approve.
- The library will be making a number of changes next week to increase access and ease of use for our patrons. The capacity of patrons in the library will increase to 30; Browse and

Go appointment times will be extended to 45 minutes; and the library will begin taking walk up appointments as space allows. A new service, Lobby Pickup, will also begin next week. The hours for Lobby Pickup will be 10 a.m. and 5:30 p.m., Monday through Friday. Curbside Pickup will still be available upon request. Patrons will be allowed to check out items using their ID or by answering identifying questions, if they forget their library card. The greeter station will move right inside the library to the right of the entrance. The goal is to provide excellent customer service and help people in any way we can while continuing to be safe in our delivery of service. It is expected that the way the library operates will continue to change.

- Library Technicians, Annette Schwartz and Bob Latchaw will switch hours and shifts beginning October 19th . Annette will now work 24 hours per week and Bob will work 40 hours per week.

TEEN ADVISORY BOARD REPORT: Nevaeh Weeg reported on the following:

- TAB talked about the changes in Browse & Go appointments and walkup services.
- TAB members spent time reviewing resources available on the library website.

SELCO REPORT

- Board Representative, Jayne Spooner reported she will participate in SELCO Board Member training via a Zoom meeting next week. Jayne will be attending the October 27th SELCO Board meeting.
- The SELCO Foundation will be meeting on October 26, 2020. Micki O'Flynn will be attending the meeting.

OTHER:

- Mel asked about the library being open on Saturdays for those who work during the week and aren't able to visit the library on weekdays. Delane is working with IT on programming the automatic door locking system, camera installation, security camera software and other plans to enable Lobby Pickup on Saturdays sometime in the future.

NEXT MEETING DATE: Monday, November 9, 2020, at 6:00 p.m. via Zoom meeting.

ADJOURNMENT: Meeting was adjourned following a motion by Crystal & a second by Keri at 6:45 p.m.

Respectfully submitted,
Paula Hildebrandt, Library Receptionist
Minutes taken via a recording of the October Zoom meeting.