

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

March 25, 2020

GCL Community Room

The regular meeting of the Germantown Community Library Board was called to order by President Joyce Nelson at 6:30 p.m. on Wednesday, March 25, 2020. **Members present:** Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Brenda O'Brien, Dennis Myers. **Members absent:** Christa Potratz, exc. **Also present:** Library Director Trisha Smith, Assistant Director Connie Lloyd. Proper notification of the meeting had been given.

MOTION (Myers, Vosen): Approve the agenda as printed. Motion carried (6-0). Due to the COVID-19 guidelines to limit gatherings to less than 10 people, notice was given on the posted agenda that the meeting is being held at Village Hall and can be viewed on Spectrum Cable Channel 25 or the Village's website.

MOTION (Vosen, Myers): Approve the minutes of the February 19, 2020 meeting as printed. Motion carried (6-0).

PUBLIC INPUT: A letter from Jennifer Chamberlain, Monarch Library System Director, was read. She wanted to express her admiration for the work the library directors and staff have done to respond to the unique circumstances related to the COVID-19 'Safer at Home' mandate. She thanked the Library Boards for their support of their Directors and staff. The full letter is attached to the minutes.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of March 25, 2020: Board Checking Account - \$2,114.35; Board Savings Account - \$5,052.90; GCL Building Account - \$17,412.43 [Penny Jug - \$1,801.53] [RAO Account - \$2,752.44]; Building Fund CD Account #1- \$16,084.87; Building Fund CD Account #2- \$15,895.65; Building Fund CD Account #3- \$16,024.07; Building Fund CD Account #4- \$15,769.41. The Treasurer's books were audited by Ron Seiser, Charlene Brady and Joyce Nelson. It was reported they found the records in good order. **MOTION (Myers, Brady):** Accept the Treasurer's Report as printed. Motion carried (6-0). Submitted report is attached.

ACCOUNTS PAYABLE. **MOTION (Vosen, Myers):** Approve the schedule of operating vouchers and credit card transactions and forward them to Village Hall for payment. Also approve the Library Board Funding transactions and forward them to Vosen for payment. **ROLL CALL VOTE:** President Nelson, aye; Trustee Vosen, aye; Trustee Brady, aye; Trustee Kerpan, aye; Trustee Myers, aye; Trustee O'Brien, aye.

BUDGET PRINTOUT. The monthly February 2020 Village Capital Projects Fund and General Ledger Trial Balance reports were reviewed.

REPORTS

CORRESPONDENCE. Nelson. Thank you letters were sent out to Stephanie Dickerson and Jill Postl for the memorial donations on behalf of their husband and father, Michael Dickerson.

VILLAGE. Myers. None.

COUNTY. Vosen and Smith. The Washington County Library Services Board next meeting will be held in April, 2020.

SYSTEM. Nelson and Smith. Nelson indicated the Monarch Library System Board meeting was deferred to April due to COVID-19 closures. It will be held online. The Monarch Library System Directors meeting was held on March 11, 2020. Planning for COVID-19 operations were covered. All libraries are closed to the public. The delivery systems for Monarch and the state of Wisconsin ended on March 11. A few libraries, including Germantown, temporarily offered curbside pickup prior to the 'Safer at Home' mandate. Some libraries have closed their book drop. Directors will participate in a weekly online chat every Friday while libraries are closed. Monarch created a new Facebook page: <https://www.facebook.com/yourmonarchlibrary/> to provide additional information to libraries and their communities.

PRESIDENT'S. Nelson. None.

DIRECTOR'S. Smith. February statistics were provided. We had a 4.1% increase in overall circulation in February and 6.0% year-to-date. Smith provided a copy of the Monarch Library System '2019 by the Numbers' report. This summarizes the system wide statistics of physical/digital circulation, cardholders, library visits, number of programs

and attendees, delivery, computer sessions and WiFi access. Smith also shared a spreadsheet as of March 23, 2020 outlining the open status of each library within the system. This was changing daily until the 'Safer at Home' mandate closed all library in person services including curbside pickup. All Germantown in-person programs beginning March 6 through the end of April have been cancelled due to COVID-19. Management and staff have been working to adjust schedules and duties during this changing time. Staff did a fantastic job to transition quickly to offer curbside pickup March 9-14. The staff personally called each patron that had items on hold ready to be picked up. They delivered 1,804 items to patrons with curbside pickup during that week. Currently, 6 out of 28 staff are staying at home due to COVID-19 and 2 have reduced hours. Staff have been able to keep up with essential duties of pulling holds during curbside pickup, emptying the book drop, processing/cataloging items, answering patron phone calls and providing digital services support. The library is currently looking into additional streaming services through RB Digital and Hoopla. RB Digital will be available effective March 26, 2020. The State of Wisconsin committed \$300,000 for additional digital materials. Ancestry, which is only accessible inside the library, has been changed to allow patrons access from home while we are closed. The library will have staff available Monday-Thursday 10-7 and Fridays 10-4 to answer patron phone calls and process the book drop. Online library card registrations are being promoted for those that do not have a library card and wish to access digital resources.

UNFINISHED BUSINESS

ACT 420 PAYMENTS – Smith reported there were over 2300 responses to the ACT 420 Survey in Washington County. There were high response rates from the unserved Richfield and Jackson communities which will provide good input.

2019 ANNUAL REPORT – Smith reported the 2019 Annual Report was submitted to DPI the end of February. Smith is now working on the annual report that will be provide to the Village Administrator and Village Board.

NEW BUSINESS

COVID-19 UPDATE ON LIBRARY SERVICES – Smith provided eight handouts. The first handout was a summary and timeline of the Germantown library responses to the daily COVID-19 information and directives. This summary also outlined a detail plan for future services and corresponding marketing. Myers noted that he felt Smith and the library staff are doing a great job managing the challenges associated with COVID-19. Smith noted that three library staff members have been assigned to work at Village Hall to assist the Village with preparations for the April 7th primary election. Those three staff members, in addition to Smith and Lloyd, will be working Election Day for those regular workers that are unable to be there. Additional library staff have been trained should they be needed. Additional documentation included a copy of the online newsletter Smith sent to patrons and online media communications included on the library website and Facebook page. Copies of position statements by ALA, WILA, and Wisconsin DPI, which included reference to the State of Wisconsin Emergency Order #5 limiting the number of people in a single room to less than 10 and implementation of social distancing of 6 feet, were provided. The final handout, updated March 24, 2020, covers of the **State of Wisconsin: Emergency Order #12 (Safer at Home Order)** and the library's proposed operational response. Item #4 (Closures) in the order states; ***"Libraries shall close for all in-person services, but may continue to provide on-line services and programming. Schools and public libraries may be used for Essential Government Functions and food distribution."*** Item #12 (Essential Government Functions) instructs the library board to continue to hold meetings following the Office of Open Government guidelines. At a minimum the board should audit and approve the payment of all library expenditures. Finally, Item #14 (Minimum Basic Operations) – ***"...allows the minimum necessary activities to preserve the library facility and equipment, address information technology (IT) issues, ensure physical and cybersecurity, process payroll and fulfill business services obligations, as well as activities that facilitate the ability of staff to work remotely from home."*** Smith covers the current state of surrounding libraries and the proposed plan through April 24, 2020 or until further notice. Smith also outlined the goals of the library while closed to the public being; 1) Protect the health of staff and patrons, 2) Provide access and support to digital services, 3) Continue with essential functions of physical items, 4) Provide virtual programs and future program planning, 5) Be prepared to reopen the library. In addition, the library meeting rooms will be used for blood drives and Village election poll worker training and as a backup polling location if needed. Smith requested the Library Board approve the presented plan. MOTION (Nelson, Vosen): Approve the proposed 'Germantown Community Library COVID-19 Response Plan' submitted by Smith. Motion carried (6-0).

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, April 22, 2020, at 6:00 p.m. The additional COVID-19 State of Wisconsin 'Safer at Home Order' issued by the governor on March 24, 2020, effective 8:00 a.m. March 25, 2020 through April 24, 2020 will require the meeting to follow the posted procedures for the Village of Germantown open meetings while following the Order.

Meeting adjourned at 7:03 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Director
Germantown Community Library