

## **Village of Hortonville Library Board**

### **Meeting Minutes 5-26-2020**

Meeting was called to order at by at 4:02 p.m. by Jenna Foth, President

Members in attendance: Kay Forton, Veronica Woodward, Todd Timm, Lex Jandourek (excused at 4:30), Jenna Foth, Michael Wirkus (by phone), Pat Lund-Moe

Others present: Allie Krause, Library Director; Jeanne Bellile, Village President; David DeTroye, Village Administrator

**Public Comment:** none

**Library Curbside Update:** going well; 10 minute intervals; many phone calls

**Library Reopening Plan:** Draft compiled from a number of other libraries of varying sizes. Now we're at Service Level 1 with curbside, only outside drop box, materials held for 72 hours after return. Still no sharing of materials on inter-library loans system wide. May limit holds after re-opening to facilitate a more efficient process.

One staff member has resigned, effective this Thursday, due to health concerns over reopening. Two applicants available from last open slot.

Libraries considering moving into Service Level 2. Majority of libraries opening June 8, handful on June 1<sup>st</sup>, some later. Allie proposes June 8<sup>th</sup>, with deliveries of PPE and other needs arriving June 2-4. Average number of patrons per day is 50-80, possibly 5-10 in the library at a time.

Grant available to give a person a free book when they register for on-line programming. Appleton Public Library and the Friends of the Appleton Library have applied for a grant to get laptops for each OWLS library. The laptops can be used by patrons in-library to help with social distancing.

Todd moved, Veronica seconded to approve Service Level 2 of the Pandemic Service Level Plan effective Monday June 8<sup>th</sup>. Motion carried.

Hours will return to normal, with the exception of being closed on Saturdays. Patrons may be surveyed to determine need for Saturday open hours.

**Future Meeting:** Tuesday, June 2<sup>nd</sup> at 4pm.

#### **Items for future agendas:**

- a. Library Directory Review-June
- b. MiFi Renewal-June
- c. Wisconsin State Library Standards
- d. Strategic Plan

**Kay moved, Veronica seconded to adjourn at 5:07 pm.**

#### **Submitted by:**

Pat Lund-Moe, Secretary