

Minutes of the June 11, 2020 Special Meeting of the Scandinavia Public Library Board of Trustees

Held online using Microsoft Teams.

Members in attendance: Tom Michael, Jane Marx, Shannon Piotrowski, and Melissa Swenson

Others in attendance: Sue Vater Olsen, library director

Linda Charleston has resigned from the library board.

The meeting was called to order by Melissa Swenson at 6:07 p.m.

There will be changes in library expenses and income due to COVID-19. The collections budget has been spent faster than prior years in order to get digital materials to homebound patrons and in-library materials while books are not being shared between libraries. Donations may be solicited to expand the collections budget.

There is a CARES grant administered through the library system to provide alternative or updated services due to COVID-19. Two primary projects are being considered at this time. One is to provide additional wi-fi outside of the library. The second is to provide self-checkout stations at the library so that library cards and materials are not handled by staff and physical distancing can be provided between staff and patrons. The library wi-fi is currently accessible outside the building in the parking lot. There does not seem to be a great demand on it based on observations by librarians and board members. If we should want a network connection remote from the library, the library would be responsible for the expense of cabling to that location. Because of these factors, the wi-fi option is not being explored at this time. The self-checkout would generally not affect staffing because there is only one staff person providing checkout at any given time. It would provide increased COVID-19 safety and allow staff to potentially do other tasks if patrons use the self-checkout. The self-checkout would require an annual software subscription of \$200 to \$400 per year after the first year. The library would be responsible for this expense. Melissa Swenson moved to pursue the self-checkout option, knowing that an expense of \$200-\$400 would be incurred annually. Shannon Piotrowski seconded the motion. The motion was passed unanimously.

Plans for opening the library were discussed. Personal protective equipment (PPE), appropriate cleaning supplies, and healthy staff are needed to safely open the library. Rules based on federal, state, and local health authorities must be followed. Appointments will be needed during the first month after opening to patrons. After that time the staff can decide if appointments are needed. Patrons will be limited to 30 minutes in the library. If a patron needs a computer for job searching, unemployment benefits, taxes, or other specific purpose, they must get approval from the librarian on staff. Curbside pick-up of library materials will continue to be available for patrons who prefer not to enter the library. Dedicated hours for high risk individuals will not be specified at this time because appointments are already required and the library hours are limited to 24 hours per week already. Sue Vater Olsen will prepare a pandemic policy and procedures for the library.

Respectfully submitted by Sue Vater Olsen.

These minutes are not official until approved.