

## Minutes of the June 22, 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, and Renee Smith, village clerk

The meeting was called to order by Melissa Swenson at 6:05 p.m.

The draft pandemic policy was provided to the board. Melissa Swenson moved to adopt the pandemic policy. Jane Marx seconded the motion. Unanimously approved.

The procedures for opening the library were discussed. They are incomplete at this time. Many topics were discussed.

- Federal, state, and local health documents and Wisconsin Department of Instruction public library COVID-19 resources were used as references for the procedures.
- Personal Protective Equipment (PPE) and cleaning supplies must be available to staff and patrons, as appropriate.
- It should be made clear to the reader that advice for library patrons monitoring your health are best practices as determined by the Centers for Disease Control (CDC).
- Replacing the word trajectory with number to clarify the standards in which the library should close.
- The population on which statistics should be based was suggested to be the county and surrounding counties.
- Entry and exit to the library should be modified so that patrons can see if the entry way is clear or not.
- Occupancy is 25% of maximum fire occupancy based on space available to patrons.
- Signs indicating open/wait/closed based on library occupancy will be used.
- Patrons should not eat or drink in the library.

Tom Michael moved to re-open the library on June 29 using the discussed procedures. Melissa Swenson seconded the motion. Unanimously approved.

The meeting was adjourned at 6:55 p.m.

Respectfully submitted by Sue Vater Olsen.

These minutes are not official until approved.