

Library Board Meeting
July 27th, 2020 6:00 P.M.
Library Meeting Room

Present: Nelson Appell, Leane Gisburne, Diane Lick, Jeff Holtmeier, Lynn Hart, Carolyn Witt.

Not Present: Katie Schonaerts, Leon Hove, Barbara Volmenrt, Patti Frick, Friends.

Also Present: Greg Skornia, Gretchen Pettet, City Council Liaisons.

President Jeff called the meeting to order and led the Pledge.

Leanne moved that the minutes of the June 22 meeting be approved. The motion was seconded by Diane and the motion passed.

No Friends of the Library report.

Library Director's Report:

Nelson reported on the status of grants. The State Library awarded the WPL \$11,344 to purchase a new computer for the self-checkout station and 12 hotspots for the next two years. Hotspots have unlimited data and will be CIPA-compliant. Hotspots have been ordered. We are applying for the Broadband Funding for Distance Learning and Telehealth in Libraries grant, which is due July 31st. This grant would provide more hotspots, which seems necessary in these uncertain times. There might be matching funds available through Franklin County. Nelson will call and inquire.

Summer Reading Program: Friends of the Library supported this program by awarding 120 \$10 gift certificates from Downtown Washington instead of toys for prizes. The summer program was possible through the software powered by Beanstalk. This not only allowed for a successful summer program but the Library plans on running other reading challenges this winter. Final numbers for the summer program will be available for the August meeting.

Staffing: The Library has completed interviews for both the open shelver position and that of library clerk.

COVID-19 procedures in the Library respond to current conditions. Based on feedback from

patrons and conversation with the City Administration, the current guidelines are as follows: Masks are required; we offer cloth, reusable masks for those who do not have them. Limit of 20 patrons in Library for checkouts/study, 5 for computers. Limit time to 1 -2 hours, if possible. Library may be used for studying, but not in groups. Library remains an official cooling shelter in excessive heat warning conditions. Small donations accepted. Books are quarantined 3 days. Evergreen statewide courier and local Scenic courier running normal schedules.

Ongoing Training: Director's Meetings on Tuesdays. New Director's Boot Camp finished 16 week curriculum.

Statistics: COVID has negatively affected library circulation. Overall circulation June 1919 to June 2020, down 42%. Juvenile circulation declined 57%, which is consistent with staff observations of Library foot traffic and patron (family) visits. ILL still strong.

Programming: Currently, two book clubs and the writer's group are on online. We are planning a Great Decisions 8-week course on line led by Bill Schwabe. For children, we offer Storytime-to-go kits and weekly take home crafts. Full tie staff will do a Fall/Winter planning session. These programs do not generate large numbers. We are exploring a Story Walk concept. Book stations would lead readers through the Park. Ruth hopes to get support from the Friends and the Park Dept. Jeff suggested corporate sponsorship might be successful.

Budget: The City is currently working on the next fiscal year's budget. The Library has requested funding to remain flat from FY19-20 to FY20-21.

Diane moved that the Library Director's Report be accepted. Greg seconded the motion, which passed.

Unfinished Business: HVAC currently 2 condensers are working, current work on the system has been cheaper than expected (!). Greg requested a comparison of electric bills in 2019 and 2020, reflecting improvements made in the system.

New Business: Strategic Planning: with so much uncertain at this time, it was agreed to wait for a "new normal+, but to keep it on the agenda. The proposed WIFI Hotspot policy was discussed (see attached). After some discussion about age requirements, Diane moved, seconded by Leanne, that the policy be approved. Motion carried.

There being no further business, Greg moved that the meeting be adjourned. Lynn seconded the motion, which passed.

Next Meeting: August 24th, 2020