

MINUTES
CITY OF LAUREL
Library Board

06/09/2020

06:08 PM

Laurel Library

COMMITTEE MEMBERS PRESENT:

X Dixie Feller, Board Chair	X Arthur Vogele
X Bill Hanson, Vice-Chairman	X Samantha Barnhart
X Nancy Schmidt, Secretary	X Clair Killebrew – Foundation Liaison
Emilie Eaton	

OTHERS PRESENT:

1. Public Input

Citizens may address the committee regarding any item of city business not on the agenda. The duration for an individual speaking under Public Comment is limited to three minutes. While all comments are welcome, the committee will not take action on any item not on the agenda.

2. General Items

- a. Bill motioned the Library Board minutes for May 2020 be accepted as presented, Arthur seconded the motion; motion passed.
- b. Ray Wells made another donation to the library in the amount of \$50.00.
- c. Circulation Report - Traffic: up 45%; circulation: all items circulated totaled 2,202 (including 519 eBooks), book circulation was down 45.7%, media circulation was down 59.9%, eBook checkouts for this month was 13.227.5% of total book circulation, we circulated 0 items to partners and 0 items from other libraries; computers: internet use was down 37.4 %, children's use was down 82%, wi-fi use : down 39.6%; patron cards: city registrations made up 62.6% of library users, county patrons 34.3% and non-resident registered patrons 3.2%. There were 18 tech assists in May.

3. New Business

- a. There is no budget prepared at this time. Nancy has prepared a preliminary budget but is still waiting on information from Mayor Nelson or Clerk/Treasurer Langve. We are still waiting numbers from the Union concerning wages for staff members. Dixie will meet with Nancy to complete a budget for submission to Mayor and Council at the end of June.

- b. There have been over 2,100 lunches handed out at the library during the month of May. Lunches are available on Monday, Wednesday, and Friday of each week. When a resident picks up food on these days, they are given multiple meals each time (i.e. Monday they receive lunch for 2 days and breakfast for 2 days). This is eliminating the unnecessary interaction that would promote the spread of COVID-19 while still getting the food to those that need it the most.
- c. The Summer Reading Program is being held entirely online this year. Mike has spent a significant amount of time preparing the levels for readers. READSquared is the online platform being used for the summer reading program. This is available to us through the State Library. There are 10 levels that each participant can achieve and “Brag Tags” they can earn for the different levels. We already have 17 signed up during the first week. We are also making library card applications available online to patrons.

4. Old Business

- a. The State Library has voted to discontinue in-person meetings until December 31st to allow for extra social distancing. All State meeting will be held online via Zoom. The Board members discussed what the library should be doing for its patrons. Should we extend our hours back to 7:30 pm or allow more people within the building, change the days that we open later or maybe earlier, continue to close at 6:00 pm until our July meeting then reevaluate then, do we let kids on computers to play games? After a lengthy discussion Arthur motioned that we keep our hours limited to 9 – 6 Monday through Thursday and 9-3 on Saturday until the July meeting. We will discuss the need to reopen more or decrease hours more at that time. Arthur also motioned that kids be allowed to use computers but to limit their time to 30 minutes maximum per day, Samantha seconded the motion. Both motions passed.
- b. Invoices were reviewed for May 2020. Since there were no questions about the amounts paid Arthur motioned that we accept the invoiced as presented for payment. Bill seconded the motion; motion passed.
- c. Library personnel have requested an outside table for staff use during breaks. They presented Clair Killebrew with a list of possible seating ideas that would fit in the area outside the employee door. Options were discussed to determine which item would best suit library personnel. Approval was given for purchase of a round picnic table for staff use. Funds will be provided by the Foundation. There are also funds available through the CARES Act that the library can apply for via the Foundation.

5. Other Items

a. Upcoming Items:

The library will be closed for the Independence Day weekend Friday, July 3rd through Sunday, July 5th. Staff vacation days will be adjusted to accommodate time off for everyone.

6. Announcements

- a. Next regular meeting is Tuesday, July 14, 2020 at 6:00 pm in the Community Room of the Laurel Public Library.

Arthur motioned to adjourn the meeting at 7:21 pm, Bill seconded the motion; motion passed.

Respectfully submitted,

Nancy L Schmidt

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Secretary for the Board

NOTE: This meeting is open to the public. This meeting is for information and discussion of listed agenda items.