



**MILTON PUBLIC LIBRARY | BOARD OF TRUSTEES**

**Monday, May 4, 2020, 6:30 p.m.**

**Zoom Teleconference**

**Dial in at 1-312-626-6799 and enter meeting ID # 894 9801 8675**

**Weblink: <https://us02web.zoom.us/j/89498018675>**

PLEASE NOTE: In-person attendance by members of the public will be prohibited due to COVID-19 social distancing protocols pursuant to Governor Evers' Emergency Order #5 dated March 17, 2020. Members of the public may monitor the meeting as conducted online or by phone by following the following instructions:

**Join Zoom Meeting Online** (and follow the prompts)

<https://us02web.zoom.us/j/89498018675>

**Join from a telephone:**

Dial by your location

+1 312 626 6799 US (Chicago)

Meeting ID: 894 9801 8675

Phone instructions:

- On your phone, dial the phone number provided above.
- Enter the meeting ID number when prompted, using your dial-pad.
- Please note that long-distance charges may apply. This is not a toll-free number.
- Please mute your phone when you are not speaking to minimize background noises
- We are new at holding meetings this way, so please be patient.

## AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: April 6 2020
4. Approval of Expenditures for April 2020
5. Director's Report
6. Report on ALS activities
7. TAB President's Report
8. New Business
  - a. Discussion and possible action on the Reserve Fund Balance and Trust Fund
  - b. Discussion and possible action on delaying the hiring of the Circulation and Patron Information Assistant.
  - c. Possible action on Pandemic Preparedness Policy
  - d. Review of Department of Public Instruction Guidelines for Reopening WI Public Libraries:  
Timeline
9. General Items
  - a. Story Gardens Update
10. Next meeting: Monday, June 1 at 6:30 p.m.
11. Motion to Adjourn
12. Adjournment

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*\*\*Please note that upon reasonable notice, at least 48 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information to request this service, please contact the Library Director's office at 868-7462, 430 E. High Street., Milton, WI 53563*

**PROCEEDINGS OF THE  
MILTON PUBLIC LIBRARY  
BOARD OF TRUSTEES  
April 6, 2020**

**Call to Order:** The meeting was called to order at 6:31p.m. by President Annette Smith. Present: Rusch, Stricker, Smith, Director Kunkel, Dean, Collins, Tupper, Schuetz Absent: Lily G.

**Approval of Agenda:** Collins moved approval of the agenda, seconded by Stricker. Motion passed unanimously.

**Approval of Minutes:** Collins moved approval of the minutes of the meeting on March 2, 2020 as distributed, seconded by Stricker. Motion passed unanimously. Schuetz moved approval of the minutes of the special meeting on March 27, 2020 as distributed, seconded by Collins. Motion passed unanimously.

**Approval of Expenditures:** Kunkel purchased MPL staff apparel with MPL logo to wear at public events, etc. Rusch moved approval of expenditures, seconded by Collins. Motion passed unanimously.

**Director's Report:** Currently, the book drops and lockers are closed, staff working both at home and in the library, one at a time. The MPL is holding virtual storytimes and sharing other videos. Patrons are understanding of the closure. Food Truck Rally cancelled. ISTE postponed until November. Lead the Way conference moved to November. Open job position interviews moved to May 31. Looking into purchasing a self-checkout station during closure. The library can count live streaming views in attendance counts. MPL recently received a donation of Playaways.

**Arrowhead Library System Report:** Smith: Meeting was cancelled last month. May 1 is deadline for strategic planning survey results.

**TAB President's Report:** No report as Lily was absent. Kunkel noted that TAB was still meeting and still planning on hosting the Library Lope.

#### **New Business**

**Discussion and possible action of unassigning the Reserve Fund Balance and Trust Fund and merging them into the Fund Balance:** Kunkel will talk with Nelson about moving the trust fund money to an investment fund where it could make more money.

**Review of Pandemic Preparedness Policy:** Policy gives Kunkel the authority to follow what the City does based on city and state recommendations. She also has the authority to review recommendations within the library as well.

#### **General Items:**

**None.** Annette thanked the library staff for reaching out to the community with live broadcasts, virtual storytimes, etc. for the patrons.

**Adjournment:** Stricker moved adjournment and Collins seconded the motion. Motion passed unanimously and the meeting adjourned at 6:53 p.m.

**Next meeting date:** Monday, May 4, at 6:30 p.m.

Respectfully Submitted,  
Deborah Dean

**Library Expenditures**  
**April 2020**

Amazon: Books & AV, Office Supplies	\$385.46
Baker & Taylor Books	\$2029.99
Corporate Business Services	\$59.78
Facebook: Advertisements	\$10.00
Gazette Subscription	\$24.50
Target DVDs	\$66.75
UWEX refund was \$450.00	
Envisionware Self Checkout	\$4,985

## Director's Report

Staff is healthy and doing well. We are still working at home and the library doing collection development, programming planning, and social media outreach.

### Curbside

We are currently offering Curbside Pick Up service. Each day we're learning something new on how to do the process, but I think it's going well. We had 30 people the first day, and everyone has been patient and enthusiastic. We had 219 cars for Monday and 143 for Wednesday.

There are two staff members in the library during Curbside hours to handle phone calls, pulling items, and taking items out to the table set up outside the main doors. Each person has a phone, computer, iPad, and chair and we maintain distance. We also have some sanitizing spray that we use to wipe down our work areas, and we wash/sanitize their hands frequently between handling materials for different patrons. I also made cloth masks for our staff to wear while handling the books. So there's no more than two people in the library at a time and our DPW's cleaning person does not come in while staff is in the building.

We're getting more and more items in the book drops. Luckily, we have a huge rolling cart from our previous book drop that is about 2 times bigger than what we have now. We let the library materials sit in the book drop room for two days and then I pull the carts out to replace them with empty ones, and still let the full ones sit for one more day. That way, books are quarantined for 72 hours before staff touches them and check them in.

ALS, Kenosha, and Lakeshores are trying to figure out the best way to do delivery or get it started again. Right now, there is no delivery among the libraries and patrons only have access to our items.

I plan on keeping an eye on Wisconsin Department of Health's census track, which allows us to see the level of cases in Rock County and even Milton.

### Circulation Comparisons (physical materials):

January 2020	7,943
February 2020	7,526
March 2020	5,514
April 2020	493

### Ebook Circulations Comparisons

January	Hoopla – 290 (\$599.51); Overdrive - 600
February	Hoopla – 267 (\$552.51); Overdrive - 553
March	Hoopla – 331 (\$659.65); Libby – 627
April	Hoopla (so far) – 324 (\$529.06); No Overdrive yet

### Summer

I have directed staff to look into re-imagining our summer reading program and plan on still offering online programs and possibly take-and-make kits. In-person programming is probably a few months away.

The Department of Public Instruction (DPI) is paying for all the libraries in Wisconsin to have Beanstack, which is a reading challenge software. We'll use it for the summer reading program for people to keep track of their reading. I'm very excited that we do have access to this.

The Friends of the Milton Public Library has received a generous donation of \$2,500 from First Community Bank as a COVID-19 Impact Grant. Dave Holterman reached out to myself and Bill Wilson. I've been talking with Bill and the Friends will meet soon, but I plan on using some of those funds to purchase online subscription services for our patrons for the summer (and beyond). One particular that I want is CreativeBug.com. Creativebug.com offers thousands of craft videos taught by designers and artists and the videos can also be used for library programming. Another one is Brainfuse, which is an online tutoring and career help service.

### Technology

Staff is working their way through the library to RFID tag everything. We're about 65% percent through, but we still have to tag items that are currently checked out.

The new self-checkout machine has arrived and will be installed by Lakeshores soon.

Our 13 new computers will be installed on Friday. I'm going to space out the public computers and only have 4 at the computer table and move 3 more to different locations of the library to help with social distancing. They'll be easily moved back when we can safely do so.

We have to purchase a new backup battery for our sever as that died on April 29.

I've talked with CenturyLink to have calls rolled over to our old fax line when our main line is busy. We get a lot of calls during our Curbside hours.

### Programming

	<b>Children</b>				
April 1	Virtual Storytime				48
April 8	Virtual Storytime				52
April 15	Virtual Storytime				40
April 22	Virtual Storytime				35
April 29	Virtual Storytime				33
	<b>Teen</b>				
April	Digital Escape Room			15	15
April 29	TAB (Discord)		7		7
	<b>Adults</b>				
April 14	American Lives (Zoom)	5			5

Weekly videos posted:

- Cooped Up (Angie)
- Boredom Busters (Cassie)
- Today's Distractions (Jayme)
- Friday Crafts (Ashlee)
- Parks video (Colleen)



## **Pandemic Preparedness Policy**

Should an infectious disease or other public health threat affect our community, the library will comply with requests from the Rock County Health Department, the State of Wisconsin, or the City of Milton to assist in preventing the spread of the disease.

Should a quarantine be ordered for the City of Milton by local, state, or federal agencies, the library will be closed to the public immediately. The Library Director has full discretion to work with the City of Milton in accordance to their Infection Disease Preparedness & Response Plan in response to a public health emergency. Immediate actions, such as closing the library, will not need prior approval from the Library Board.

The Library Board also gives the Library Director discretion in temporarily changing the library's hours of operation, public access to the building, and staff work locations in immediate response to a public health emergency. The Library Director will communicate such actions to the Library Board as soon as possible.

In the event the library closes due to a public health concern:

- Staff, the Library Board, Arrowhead Library System, Lakeshores Library System, and city administration will be notified of the decision and any updates.
- Full-time staff will continue to be paid at their normal rate. Part-time staff will be paid for their regularly scheduled time during closure. Staff will be encouraged to work from home with Direction from the Library Director.
- The Library Director may still need to report to the library for various reasons.
- All events scheduled to take place at the library will be cancelled. Those who have reserved the study and meeting rooms will be notified.
- The book drops may be closed off and the lobby area locked.
- All due dates will be extended until the library reopens. The hold shelf will also be extended.
- All library updates will be communicated via the library's social media and website.

In the event the library remains open after confirmation of state and local public health risk, extra precautions will be taken to prevent or slow the spread of the disease.

- All tables, chairs, public-access computer stations, staff workstations, door knobs, or other regularly touched surfaces will be sanitized daily.
- Library staff and volunteers will clean covers of returned library materials as often as possible before returning items to circulation. Items may also be quarantined for an extended period of time.
- All soft toys (i.e., puppets, costumes, stuffed animals) will be washed and put into storage. Additional hard toys will be limited and disinfected on a regular basis.
- Staff will provide hand sanitizers and disinfectant wipes to patrons (if available).
- Staff will be allowed to wear gloves and encourage patrons to scan their own library cards.
- Staff will increase promotion of online services and the after-hours book lockers.
- The library will not accept any book or DVD donations.

- The library will limit the number of people who may attend any program by temporarily reducing activity room and conference room maximum capacities. Storytime may require sign up to ensure limited attendance.

Adopted: DRAFT