



MILTON PUBLIC LIBRARY | BOARD OF TRUSTEES

Monday, June 1, 2020, 6:30 p.m.

Zoom Teleconference

Dial in at 1-312-626-6799 and enter meeting ID # 858 6245 0434

Weblink: <https://us02web.zoom.us/j/85862450434>

PLEASE NOTE: In-person attendance by members of the public temporarily prohibited due to COVID-19 physical distancing protocols pursuant to the Rock County Health Departments Reopening Phased Plan, dated May 21, 2020, which discourages public gatherings. Members of the public may monitor this meeting at <https://us02web.zoom.us/j/85862450434>

Any person who is unable to access the meeting via the internet link may call 1(312) 626-6799 and enter Meeting ID: 858 6245 0434 to monitor the meeting via telephone.

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: May 4, 2020
4. Approval of Expenditures for May 2020
5. Director's Report
6. Report on ALS activities
7. TAB President's Report
8. New Business
 - a. Consideration of a motion to convene into closed session pursuant to Wisconsin Statute Section 19.85(1)(c). Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility re: library schedule modification due to staff accommodations.
 - b. Reconvene into open session for discussion.
 - c. Review, discussion, and possible action of Milton Public Library's Reopening Phases
9. General Items
 - a. Story Gardens Update
10. Next meeting: Monday, July 6, at 6:30 p.m.
11. Motion to Adjourn
12. Adjournment

**PROCEEDINGS OF THE
MILTON PUBLIC LIBRARY
BOARD OF TRUSTEES
May 4, 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, Lily G. Guest: Dan Nelson Absent: Schuetz

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

Approval of Minutes: Stricker moved approval of the minutes of the meeting on April 6, 2020 as distributed, seconded by Collins. Motion passed unanimously.

Approval of Expenditures: Kunkel purchased self checkout equipment this month. Collins moved approval of expenditures, seconded by Rusch. Motion passed unanimously.

Director's Report: MPL staff is still healthy and started curbside pickup this week. The library is getting around 15 people/day for pickup. Book Drops open on Tuesdays and Thursday. Circulation in April was 493, ebooks are up, as are Hoopla and Overdrive. Staff is working on revamping the Summer Reading program for virtual/online programming. DPI purchased Beanstack and Creative bug.com for libraries. RFID tagging about 70% done. New computers purchased by the Foundation were installed on Friday throughout the library.

Arrowhead Library System Report: Smith: the public library redesign project moving forward; pulling together staff from different libraries to answer questions and helping with online accounts. Strategic planning continues.

TAB President's Report: TAB had to cancel the Murder Mystery event. Currently looking at modifications to Library Lope – do in waves or shifts, self report times.

New Business

Discussion and possible action on the Reserve Fund Balance and Trust Fund – Dan Nelson - most other accounts or investments are very low risk and wouldn't earn much interest. Rusch motioned to move the Reserve Fund Balance and Trust Fund balance to the General Fund Balance. Dean seconded and the motion passed unanimously.

Discussion and possible action on delaying the hiring of the Circulation and Patron Information Assistant. This is an FYI to the Board to communicate what the city plans to do with the vacancy until Kunkel moves forward with the position after the library reopens.

Possible action on Pandemic Preparedness Policy –After discussion, Kunkel will check the city's pandemic policy and also with Dan Nelson on some of the wording within the policy regarding staff expectations and illness.

Review of Department of Public Instruction Guidelines for Reopening WI Public Libraries: Timeline – We are in Service Level 2 – Curbside service and book drops, although we could move backward or forward. Next level (3) – appointments, masks, limit the number of people inside the library. Hopefully, will be able to move to service level 5 which is full library operations. More guidance will follow. MPL will follow the Badger Bounce Back plan for reopening.

General Items: Story Gardens Update - two garden beds installed on upper part of lawns (annuals and perennials) everything donated except the dirt. Kunkel applied for a grant for a pollinator garden, ramp will be installed this spring.

Adjournment: Collins moved adjournment and Stricker seconded the motion. Motion passed unanimously and the meeting adjourned at 7:14 p.m.

Next meeting date: Monday, June 1, at 6:30 p.m.

Respectfully Submitted,
Deborah Dean

**Library Expenditures
May 2020**

Amazon: AV & Toy Donations	\$308.10
Baker & Taylor Books	\$2290.70
Corporate Business Services	\$41.59
Facebook: Advertisements	\$3.00
Gazette Subscription	\$24.50
Lakeshores Library System Staff and public computers (paid for by the Foundation)	\$6320.34
APG Media Job Advertisement	\$82.50
IKEA Stand for Self-Checkout	\$293.29
True Security of Wisconsin Play area bank tube repair	\$415.00
Hedberg Public Library Annual disc resurfacing invoice	\$40.80

Director's Report

Review of Library Financial Statement

Safety precautions put into place:

1. City of Milton facemask policy
2. 75 disposable facemasks purchased for public use
3. Sneeze guards built for the circulation computers
4. John's Disposal let us borrow 6 trash cans so we can quarantine items when we open up the book drops everyday.
5. Dan put us in contact with a cleaning company and we have 4 gallons of hand sanitizer and concentrated disinfectant spray coming.
6. Hourly cleaning list created.

We've had 342 Curbside Pickups between Monday, April 27 – Wednesday, May 27. I think our patrons are embracing placing holds online, but I know we're not reaching those patrons who mainly used the library by browsing and those who just don't use the internet.

Delivery and holds among ALS, LLS, and KPL are picking up. We're not getting delivery every day, but material is starting to move among the libraries. I'm hoping with access to more materials, Curbside will pick up a little.

Directors of the SHARE libraries are having weekly meetings to discuss what everyone is doing. It has been very helpful as we all try to figure out what to do, especially with Stay at Home orders being struck down, counties creating their own, and then counties taking theirs away. Each library is basically doing their own thing. In Arrowhead, Hedberg Public Library and Clinton Public Library are opening up on June 1st to 25% capacity. Orfordville opened up on Tuesday, May 26. The others are still working on a plan.

We are about 90% done with RFID tagging the library. We just need to finish the adult nonfiction section and catch any items that are returned.

The new computers and self checkout machine are installed.

Summer Reading Program is finalized! It'll run from June 15 to August 15, and be completely online. Here's the online brochure: <https://www.als.lib.wi.us/MPL/wp-content/uploads/2020/05/MPL-Summer-Program-Guide-2020-8.5x11.pdf>. We will have some programs in which we offer take and make kits. Beanstack (purchased by DPI) is all set up for our patrons to keep track of the minutes they read. Schools are reaching out to us and wanting to figure out ways to get summer reading information out to the students. This has been great! We are creating videos and fliers and have access to Schoology.

We received a \$1,000 donation from the J.B. Dahm Foundation, via Sue Hanson. She and her grandchildren love Jayme and ask that Jayme uses the donation as she wishes.

The Friends of the Milton Public Library awarded their first ever scholarship to Lily Gritzmaker during the school district's scholarship night.

[Trustee Training Week](#) registration is now open. Here's this year's lineup:

- Monday, August 24 -- [Core Values of Librarianship with Jessamyn West](#)
- Tuesday, August 25 - [Recruiting and Engaging Friends and Trustees Under Age 40](#) with Madeline Jarvis and Tess Wilson
- Wednesday, August 26 - [Public Library System Redesign \(PLSR\) Implementation Update](#) with Bruce Smith
- Thursday, August 27 - [Equity, Diversity, Inclusion: What Library Trustees Need to Know](#) with Anne Phibbs

- Friday, August 28 - [Walk the Line: How Trustees Can Best Lead Their Libraries Without Overstepping Their Authority](#) with Becky Spratford

Webinars are from noon - 1 p.m. each day and will be recorded and captioned.

May						
		Children				
	May 6	Virtual Storytime				22
	May 13	Virtual Storytime				22
	May 20	Virtual Storytime				11
	May 27	Virtual Storytime				15
		Teen				
	May 12	Red Cross Youth Club		4		4
	May 26	TAB		6		6
	May 5	The Office Trivia Test Run				6
	May 10-16	Virtual Run Club				8
	May 12	American Lives (Zoom)	5			5



Milton Public Library REOPENING Phases

REFERENCE

- City of Milton Cloth Face Coverings During the COVID-19 Pandemic Policy (Attached) ← will be attached.
- Milton Reopening Plan:
- Rock County Bounce Back Plan (RCBB):
https://www.co.rock.wi.us/images/web_documents/departments/health/rock_county_reopenin_g_phased_plan.pdf
- City of Milton COVID-19 Updates: <https://www.milton-wi.gov/COVID19>
- COVID-19 Symptoms: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Rock County Health Department: <https://www.co.rock.wi.us/publichealth>
- CDC cleaning recommendations: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- Department of Public Instruction Guidelines for Libraries:
<https://docs.google.com/spreadsheets/d/1hOrlJID7uVJkGgUFAspESzN5ybIXBo6XXI2GQ5MLdAU/edit#gid=0>

The Milton Public Library has created this Reopening Plan to take the appropriate steps to modify operational changes to help keep staff and patrons as safe as possible through the upcoming months of the COVID-19 crisis. Staff will continually seek guidance provided by the Department of Public Instruction, Rock County Public Health Department, Wisconsin Department of Health Services, and the Centers for Disease Control and Prevention (CDC). In addition, we will continue to follow any orders provided by the State of Wisconsin.

Decisions to move from one phase or another will be made by the Library Director as a result of discussions with the Library Board and city administration while considering Milton's Reopening Plan.

PHASE 0 (CURRENT)

PRIMARY SERVICES	Curbside pickup, online resources and programming, access to items currently at MPL, reference/technology assistance via phone/web/email.
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HOURS	Mondays and Thursdays, 9:00 to 1:00; Wednesdays and Fridays, 2:00 to 6:00; Sundays 1:00 to 4:00. Books drops available Tuesdays and Saturdays, 9:00 to 6:00.
SAFETY MEASURES	Face masks, staff assigned to computers/phones, hand washing, wiping down work areas, staff staying home if sick
STAFF	Two staff members in the library at a time sharing a workspace. Decrease in remote work by full-time staff. No remote work for part-time staff.
PUBLIC ACCESS TO BUILDING	NONE

PHASE 1a

Beginning Monday, June 8, 2020

PRIMARY SERVICES	<p>Extended curbside pickup, after-hours book lockers, increased resource sharing among libraries in the SHARE consortium, online resources and programming, reference/technology assistance via phone/web/email.</p> <ul style="list-style-type: none"> ○ Expiration of hold shelf reactivated ○ Due dates return to normal and are no longer extended
HOURS	<p>10:00 to 6:00, M/Tu/Th/F, 10:00-4:00 Saturday. Book drops available Wednesdays and Sundays, 10:00 to 5:00. No staff in the library on Wednesdays and Sundays.</p> <p>OR</p> <p>10:00 to 6:00, M/Tu/Th/F, 10:00-4:00 Saturday. Book drops available 24/7 with new Curbside Pick Up set up.</p>
SAFETY MEASURES	Face masks, staff assigned to computers/phones, hand washing, wiping down work areas, staff staying home if sick
STAFF	Two staff members in the library at a time sharing a workspace. Decrease in remote work.
PUBLIC ACCESS TO BUILDING	NONE

PHASE 1b

Beginning Monday, June 8, 2020 OR TBD.

PRIMARY SERVICES	<p>Extended curbside pickup, after-hours book lockers, computer use, increased resource sharing among libraries in the SHARE consortium, online resources and programming, reference/technology assistance via phone/web/email.</p> <ul style="list-style-type: none"> ○ Expiration of hold shelf reactivated ○ Due dates return to normal and are no longer extended 																																			
HOURS	<p>10:00 to 6:00, M/Tu/Th/F, 10:00-4:00 Saturday. Book drops available Wednesdays and Sundays, 10:00 to 5:00. No staff in the library on Wednesdays and Sundays.</p> <p>OR</p> <p>10:00 to 6:00, M/Tu/Th/F, 10:00-4:00 Saturday. Book drops available 24/7 with new Curbside Pick Up set up.</p>																																			
SAFETY MEASURES	<ul style="list-style-type: none"> ○ Staff staying home if showing COVID-19 symptoms ○ Face masks (required for staff; encouraged [or required?] for patrons); limited number of disposal masks available for patrons ○ Hand sanitizer available to patrons ○ Sneeze guards at first-floor circulation desks ○ Staff assigned to computers/phones ○ Frequent handwashing by staff; encourage patrons to wash their hands upon entering the library (signage) ○ Wiping down work areas, cleaning individual computer areas after each use 																																			
STAFF	<p>Two staff members in the library at a time sharing a workspace. Decrease in remote work.</p>																																			
PUBLIC ACCESS TO BUILDING	<p>Computer use <i>only</i> during Curbside hours. No appointments during the last hour.</p> <ul style="list-style-type: none"> ○ 4 patrons at a time (may increase if the need is there) ○ Appointments available to patrons 16 and older ○ Appointments scheduled via phone or email; patrons are allowed 2 appointments a week. ○ Appointments are only <u>1 hour</u> in length. Extended time may be considered for job applications, filing taxes, or time-sensitive needs. One appointment a day per patron. ○ Example schedule: <table border="1" data-bbox="461 1640 1373 1917"> <thead> <tr> <th>Sat May 30</th> <th>Appointment 1</th> <th>Appointment 2</th> <th>Appointment 3</th> <th>Appointment 4</th> </tr> </thead> <tbody> <tr> <td>10-11</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>11-11:30</td> <td>leeway time</td> <td>leeway time</td> <td>leeway time</td> <td>leeway time</td> </tr> <tr> <td>11:30-12</td> <td>cleaning</td> <td>cleaning</td> <td>cleaning</td> <td>cleaning</td> </tr> <tr> <td>12-1</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1-1:30</td> <td>leeway time</td> <td>leeway time</td> <td>leeway time</td> <td>leeway time</td> </tr> <tr> <td>1:30-2</td> <td>cleaning</td> <td>cleaning</td> <td>cleaning</td> <td>cleaning</td> </tr> </tbody> </table>	Sat May 30	Appointment 1	Appointment 2	Appointment 3	Appointment 4	10-11					11-11:30	leeway time	leeway time	leeway time	leeway time	11:30-12	cleaning	cleaning	cleaning	cleaning	12-1					1-1:30	leeway time	leeway time	leeway time	leeway time	1:30-2	cleaning	cleaning	cleaning	cleaning
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	<ul style="list-style-type: none"> ○ Staff will not be offering one-on-one help and will follow social distancing measures with patrons ○ Patrons cannot access book collections ○ Cashless transactions - we will either have patrons swipe a card, drop cash into the donation box, or bill their account to eliminate staff handling cash ○ Doors will remain locked/closed to general public entrance
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PHASE 2

Beginning TBD.

POTENTIAL TRIGGER	Phase 2 of RCBB and/or Phase 2 of Milton's Reopening Plan
PRIMARY SERVICES	Increased access to the building, book lockers, browsing, computer use, resource sharing among libraries in the SHARE consortium, online resources and programming, reference/technology assistance via in person/phone/web/email.
HOURS	10:00 to 6:00, Monday-Friday; 10:00-4:00 Saturday. No staff in the library on Sundays.
SAFETY MEASURES	<ul style="list-style-type: none"> ○ Staff staying home if showing COVID-19 symptoms ○ Sneeze guards at all three checkout computers ○ Face masks (required for staff; encouraged for patrons); limited number of disposal masks available for patrons ○ Hand sanitizer available for patrons ○ Social distancing marks on the floor by circulation desk and self-checkout ○ Staff assigned to computers/phones ○ Hourly cleaning checklist for high-touch areas. ○ Frequent handwashing by staff; encourage patrons to wash their hands or use hand sanitizer upon entering the library (signage) ○ Work areas are wiped down after every shift ○ Clean individual computer areas and study rooms after each patron use
STAFF	Two to three staff members in the library at a time; rotating office use. Decreased remote work for full time; no remote work for part-time.
PUBLIC ACCESS TO BUILDING	<p>Limited to computers, restricted study room use, and browsing/checking out materials</p> <ul style="list-style-type: none"> ○ 25% capacity (approximately 30 patrons in the library at a time) ○ Those under the age of 16 must be accompanied by an adult ○ Curbside is suspended and book lockers will be encouraged during and after library hours ○ Returns accepted in library; items will continue to be quarantined for 72 hours

	<ul style="list-style-type: none"> ■ Quarantined in The SPARK ■ Staff will not personally accept returns ○ Computers spaced out (4 in the technology area; 2 in the teen area); limit to 60 minute sessions a day per patron. <ul style="list-style-type: none"> ■ If needed, continue to make computer use by appointment only ■ Staff will not be offering one-on-one help and will follow social distancing measures with patrons ○ Use of self-checkout (with stylus) will be encouraged ○ Online programming; no in-person programming ○ Cashless transactions - we will either have patrons swipe a card, drop cash into the donation box, or bill their account to eliminate staff handling cash ○ To Be Cleaned Carts available in the collections to encourage patrons who are browsing to set aside books they do not want ○ No book and/or DVD donations accepted ○ Toys, games, and puzzles put into storage ○ The SPARK and children's play area closed ○ Study rooms (#1, #2, #3, and the Red Hawk Room) will be available by appointment and may only be occupied by one person at a time (or same household members). Rooms have a 2-hour time limit and will be cleaned after every use. The Community Room, Breakroom, and Quiet Room will be unavailable ○ Seating limited throughout the library <ul style="list-style-type: none"> ■ One chair per study table ■ Lounge seating spaced out ■ Booths made unavailable in the teen area ○ Restroom access is for patrons in the library only ○ No access to Keurig machine
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PHASE 3

Beginning TBD

POTENTIAL TRIGGER	Still in Phase 2 of RCBB and Milton's Reopening Plan. Staff comfort and availability.
PRIMARY SERVICES	Increased access to the building, book lockers, browsing, computer use, resource sharing among libraries in the SHARE consortium, online resources and programming, reference/technology assistance via in person/phone/web/email.
HOURS	10:00 to 8:00, Monday and Tuesday; 10:00-6:00 Wednesday-Friday; 10:00-4:00 Saturday. No staff in the library on Sundays. <i>(IMPORTANT: Hours depend on staffing situation.)</i>
SAFETY MEASURES	<ul style="list-style-type: none"> ○ Staff staying home if showing COVID-19 symptoms ○ Sneeze guards at all three checkout computers

	<ul style="list-style-type: none"> ○ Face masks (required for staff; encouraged for patrons); limited number of disposal masks available for patrons ○ Hand sanitizer available to patrons ○ Social distancing marks on the floor by circulation desk and self-checkout ○ Staff assigned to computers/phones ○ Hourly cleaning checklist for high-touch areas ○ Frequent handwashing by staff; encourage patrons to wash their hands or use hand sanitizer upon entering the library (signage) ○ Work areas are wiped down after every shift ○ Clean individual computer areas and study rooms after each patron use
STAFF	Staff working all their hours at the library.
PUBLIC ACCESS TO BUILDING	<p>Limited to computers, browsing/checking out materials, limited study room access, and small programs</p> <ul style="list-style-type: none"> ○ 50% capacity (approximately 70 patrons in the library at a time) ○ Those under the age of 16 must be accompanied by an adult ○ Book lockers will be encouraged during and after library hours ○ Returns accepted in library; items will continue to be quarantined for 72 hours <ul style="list-style-type: none"> ■ If needed, continue to make computer use by appointment only ■ Staff will not be offering one-on-one help and will follow social distancing measures with patrons. ○ Computers spaced out (4 in the technology area; 2 in the teen area); limit to 60 minute sessions a day per patron ○ Use of self-checkout (with stylus) will be encouraged ○ Online programming; possibility of limited-participant programming with social distance measures put in place ○ Cashless transactions - we will either have patrons swipe a card, drop cash into the donation box, or bill their account to eliminate staff handling cash ○ To Be Cleaned Carts available in the collections to encourage patrons who are browsing to set aside books they do not want ○ Toys, games, and puzzles kept in storage ○ No book and/or DVD donations accepted ○ The SPARK and children’s play area closed; SPARK only available for programming ○ Study rooms (#1, #2, #3, and the Red Hawk Room) will be available by appointment and may only be occupied by one person at a time (or same house-hold members). The Community Room will also be available for 3 or less occupants. Rooms have a 2-hour time limit and will be cleaned after every use. Breakroom and Quiet Room will continue to be unavailable (used for storage) ○ Seating limited throughout the library <ul style="list-style-type: none"> ■ One chair per study table

	<ul style="list-style-type: none"> ■ Lounge seating spaced out ■ Booths made unavailable in the teen area ○ Restroom access is for patrons in the library only ○ No access to Keurig machine
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PHASE 4

Beginning TBD

POTENTIAL TRIGGER	Phase 3 of RCBB and Phase 3 of Milton's Reopening Plan
PRIMARY SERVICES	No limits to building access, booklockers, resource sharing among libraries in the SHARE consortium, online resources, reference/technology assistance via in person/phone/web/email, online programming and increased in-person programming.
HOURS	10:00 to 8:00, Monday and Tuesday; 10:00-6:00 Wednesday-Friday; 10:00-4:00 Saturday; Sundays, 1:00 to 4:00. (<i>IMPORTANT: Hours depend on staffing situation.</i>)
SAFETY MEASURES (continue if needed)	<ul style="list-style-type: none"> ○ Staff staying home if showing COVID-19 symptoms ○ Sneeze guards at all three checkout computers ○ Face masks optional for staff and patrons; limited number of disposal masks available for patrons ○ Hand sanitizer available to patrons ○ Social distancing marks on the floor by circulation desk and self-checkout ○ Staff assigned to computers/phones ○ Hourly cleaning checklist for high-touch areas. ○ Frequent handwashing by staff; encourage patrons to wash their hands upon entering the library (signage) ○ Work areas are wiped down after every shift. ○ Clean individual computer areas and study rooms after each patron use.
STAFF	Staff working all their hours at the library.
PUBLIC ACCESS TO BUILDING	<p>Computers, browsing/checking out materials, increased study room access, and increased programming</p> <ul style="list-style-type: none"> ○ No capacity limits ○ Book lockers will be encouraged during and after library hours ○ Returns accepted in library; items will continue to be quarantined for 72 hours if recommended by health officials ○ Computers spaced out (4 in the technology area; 2 in the teen area); limit to 90 minute sessions a day per patron

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| | <ul style="list-style-type: none">○ Use of self-checkout (with stylus) will be encouraged○ Online programming and increased in-person programming (depending on group-size recommendations from CDC and RCHD).○ Cashless transactions will still be encouraged○ To Be Cleaned Carts available in the collections to encourage patrons who are browsing to set aside books they do not want○ Limited toys and SPARK activities made available, but frequently cleaned by staff and/or volunteers○ No book and/or DVD donations accepted○ Study rooms, Community Room, and Breakroom will be available per regular library policy; emphasis on cleaning the rooms after every use○ Seating increased throughout the library<ul style="list-style-type: none">■ Booths returned to the teen area■ Chairs returned to study tables■ Chair clusters returned○ Keurig machine available. |
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PHASE 5

The library will enter this phase with guidance from state and local recommendations. Library resumes regular operations with increased awareness of cleaning measures and group sizes for programming.