

## **La Crescent Public Library Board Meeting**

Tuesday, August 11, 2020

**PRESENT:** Sarah Riess, Tina Ryan, Teresa O'Donnell, City Council Rep., Robin Yeshe, Logan Colby

**OTHERS PRESENT:** Kayce Gentry, Library Director; Kathie Rozovics - Friends of Library

**ABSENT:** Lisa Docken, Jim Nissen

Call to order at 6:18 pm

Amendments – N/A

**APPROVAL OF MINUTES** – Teresa - motion, Robin - second - minutes approved.

**COUNCIL COMMENTS** – Glad that we were able to hire Emily. Council - dollars from Federal Cares money - city has been allocated after it has gone through the state. City use for COVID related expenses. Protocol, etc. has been given. City has \$389,434 to help with unexpected COVID costs. Can't be used to cover budgeted items. Can be used to help with partitions, extra expenses, etc. Costs that library might incur - Kayce can submit to the city to reimburse. Kayce is working with Bill. Allocated by November 15.

We need to think about costs that we may incur due to COVID.

Excited to have the library leading the way to have a place for racial discussions.

Help create an environment to continue these discussions.

**FRIENDS OF LIBRARY** - Kathie shared that Friends are not doing much except for the front porch book sales. Doing very well! Lots of books are coming in. Have done 3 times. July 31 - \$289! Overall, they have brought in over \$700. Awesome!!!! Gave \$500 for summer craft kits and \$500 for books for the library. Next meeting Monday, August 17. August newsletter will be coming out - want to feature Emily. Not sure about fundraisers - maybe apple pie sale?? Not a cookie walk though. Suggested that on LaCrescent City Together Facebook page - that we are still accepting book donations.

**FINANCIAL REPORT / BUDGET** – Up through May. Looking pretty good. Little bit over in the office equipment and furnishings - \$2000 - some of that was the DVD spinner - and partitions from La Crosse Glass - should be reimbursed through CARES act money. Office supplies - keyboard covers, masks, etc. will be reimbursed by CARES act. Book line is over as usual.

## **DIRECTORS REPORT - June and July**

Thank you to Kristin!! Great response for summer reading challenge - lots of great options. 140 BINGO cards returned, 1,531 pages tracked. 346 entries for raffle - bike for girl that won! 473 craft kits taken home!! Super thanks for Friends for chipping in to help make this work out. Thanks to Merchants Bank for donation. Virtual story time - good views. Virtual author/illustrator - Jason Walz - make comics - 11 participants, 3 from California. County budget talks =3% living increase from Winona and 1.5% increase from Houston County. Virtual - once a month - watch online podcast, TED talk, etc. Watch on their own and then have a time to discuss this via Zoom as a community. August 25. \$1000 grant from Lancer Strong - purchased book club kits for teachers and private book clubs promoting works on racial justice. 8 kits are coming - 4 designed for teenagers, and 4 designed for adults.

## **OLD BUSINESS -**

9.1 - Strategic Plan - feedback on one question on survey - add in examples of community. Recommended to put out in late fall once school gets up and going. Revisit at October meeting.

9.2 - Reopening Plans -

Idea #1 - continue with pick up service - leave it - expand back to full hours. 10-6 M-F, 10-2 Sat.

Idea #2 - Kayce feeling better having people in library with mask mandate. Some times for pick up and some times for browsing. Too difficult to do both at same time.

Idea #3 - Browsing - stop pick up service. - Limited # of people in library. Need 3 people at a time to make that work. Currently - 2 at a time.

Idea #4 - Use SignUp Genius - hour slots

Question asked about ventilation system in library. Is there an exchange rate? Not sure of recommendation - more concerned about staff being in there all day with people coming and going.

Thought about having thermometer to check patrons coming in.

We are continuing to quarantine books for 72 hours. Is there a concern for having people browsing and touching books. If book is taken off shelf, if you don't want it - put it in a bin. Could have hand sanitizer at the door before they browse.

**\*\*\*Plan moving forward-** expand hours to include Saturdays. 2 days a week with browsing by appointment only. 2 groups in each time slot - 45 minutes - hour time slot. Temp. check at the door, masks and sanitizer. Plan to start the week of August 23. This was discussed and there was consensus to do this for a trial period.

CARES Act - zoom subscription, part of summer reading expenses - reader zone app, keyboard covers made of silicone, masks, plexiglass dividers between computer stations, cleaning supplies, plexiglass at counter  
Mask boxes? check with Eileen at Chamber on this.

We can make an **addendum to the city's plan**. Social distancing is difficult behind the counter. So would like it to read for library - "If anyone tests positive, belief that library would need to close." - Kayce will get wording to board to make a motion to approve. Motion - Sarah, Second- Robin. Motion passes

## **NEW BUSINESS**

10.1 – Gift Basket Auction - November 30 - December 6. Virtual option - Facebook page - send in bids. New version for ask letter with option to donate. Will bring letter to October meeting.

10.2 – 2021 Proposed Budget - Saving money on wages with two new full time employees starting. This allows money to go to other areas.

- Book budget - changed - smart idea to not rely so heavily on Friends for books. If fundraisers can't continue - what happens?? Bumped up to \$10,000.
- Limited Access Line - we don't control.
- Reimbursing debt to city - bumped up from \$5000 to \$10,000. If we are over on any other lines, we will take from this chunk, anything leftover goes to city.

Kayce is going to ask city for 3% cost of living increase.

Cut down on money coming in - fines and fees - not accessing due to pandemic. Contributions that we are counting on - cushion - can't necessarily count on this. Like that book budget is representing what we spend. Good to see that it's being a representation of how we run our library.

10.3 – Resolution 160 - Friends \$500 for books and \$500 craft kits  
Motion - Sarah, Second - Robin - Motion passes

10.4 - Resolution 161 - \$1,011 for book club kits  
Motion - Sarah, Second - Robin - Motion passes (Teresa abstained.)

Next meeting – Tuesday, October 13, 2020

Motion made to adjourn meeting at. 7:44 pm

Respectfully submitted by Sarah Riess, secretary

