

## **Gutekunst Public Library Board Minutes: June 4, 2020**

Board meeting was held via Zoom. Jackie Barnes called the meeting to order at 7:01 pm. Also present were Todd Meyer, Don Goodman, Pat Kifer, Buffi Honeck, and Mara Edler.

Minutes from May were approved. Pat moved, Don seconded, ayes carried 5-0.

Bills and operating expenses from May were approved. Pat moved, Todd seconded, ayes carried 5-0.

Petty cash from May was approved. Buffi moved, Pat seconded, ayes carried 5-0.

**Public Comment:** None

**Correspondence:** None

**Friends of GPL Report:** Noe

**Old Business:**

- **Covid-19 Pandemic Procedures:**

- Phase 2 Proposition: The board was presented with the updated document prepared by Mara with feedback from the staff; she would like to propose to the board how to proceed as outlined in the phase 2 document with areas of concern or discussion highlighted.
- Staffing: Mara indicated the staff is okay with moving to phase 2 but suggested that we will need to proceed double-staffed in order to both keep up with demand but also cleaning procedures now that patrons would be in the library.
- Weekday Hours: Suggestion is to expand hours to what we are doing now to 9-Noon, 3-6 M-F; continue curbside for those who do not want to come in/avoid exposure.
- Saturday/Special patron hours: Mara would like to continue without Saturday hours until at least August; reserve 9-10 am daily for the vulnerable population.
- Cleaning: Kay is coming back tentatively starting June 8<sup>th</sup>, she would like to be the morning shift from either 7-9 or 9:30 so that way she is not there when others are present; Mara confirmed with Dani that she would switch to the noon hour instead of the evening shift. Dani will continue 4 days a week, Kay will come in 5 mornings a week; this gives us a clean start upon opening and a mid-day cleaning. Recommend not having public restrooms open yet during this phase and should post notice upon entry so public is aware they are not available.
- Next Steps/Moving to Phase 3: Board would like to continue this for one month and revisit at next board meeting unless Mara find that things are going well enough both in process as well as statewide health news allowing for an earlier progression into phase 3. She will email the board if this occurs and we will proceed accordingly at that time.

Todd made a motion to approve moving to phase 2 beginning Monday, June 8<sup>th</sup> as outlined in the document; Pat seconded, ayes carried 5-0.

**New Business:**

● **Hemphill Memorial Garden Dedication:**

- Status: Mara showed us all the beautiful memorial plaque, indicated Jeff was able to get the electrical run, and Rob finished the landscaping, so it is now complete. She encouraged everyone to stroll through to check out how beautiful it turned out.
- Timing: The family selected the last week in July, specifically during evening hours for a memorial dedication with board, family, and public for a dedication ceremony. We can host with a cake, lemonade, or other refreshments. Indicated that likely 4-6 family members will be attending, and Mara asked Jackie as the Library Board President to say a few words. The board suggested a Thursday evening.

**Director's Report:** Director's Report was approved. Pat moved, Todd seconded, ayes carried 5-0.

Mara sang amazing praises for all of her librarians, 'they are amazing' and have pulled together during this time...she is super proud of all the things they have done in the midst of all of this and we are seeing it in the numbers. She is so very grateful for all they have done!

Todd, Don, and Buffi all indicated they would like to be reappointed for another term; Mara will verify if they need to send a letter or if their verbal acceptance is sufficient.

Don moved to adjourn, Buffi seconded, Ayes carried 5-0.

**Next Meeting:** Thursday, July 2<sup>nd</sup> to be held via Zoom.