

Library minutes meeting date July 9, 2020

1. In attendance: Mike Hankins, Polly Goodell, Mari Hintz, Jeanine Supanich, David Dybs, Donna Lederer, Jamie Hein, and virtual meeting hosted by Bradley Shipps of OWLS. Sara Mullen-Hornig absent.
2. Donna motioned to approve the agenda, Mari seconded the motion. Motion passed
3. There were no citizens present
4. The F.O.L. had nothing to report at this time. They are planning to meet later this month
5. Polly motioned to approve the minutes of the June 11th meeting, with Donna seconded. Motion passed.
6. With the June Financial and Special accounts, the subscription credit was for magazines that were not being used, so they were cancelled. A motion was made by Mari to approve the Financial and Special Accounts Report, with Donna seconded, Roll call was taken and the motion carried.
7. With the July bills, a correction was made. The phone bill should have been \$95.98. The changed the bill total to \$20,059.18 A question was asked as to who was salary (only Jamie) with all others hourly. There are 2 volunteers (unpaid) The idea for gloves for browsing has not been looked at yet. The DPI indicated mixed feelings on that subject. A motion was made by Jeanine and seconded by Mari to pay the bills at the corrected amount of \$20,059.18. Roll call was taken, and the motion passed.
8. Librarians report - Ashley was training on the new system. Our self-check-out is not compatible with the new system that will be installed with OWLS. A grant was asked about for the cost, and the CARES grant was to cover some of that per Bradley. The price for software only was at about \$1,250.00 but we will probably need RFID for a cost of \$3,100.00. Numbers could be lower when OWLS negotiates for buying for all the libraries (bulk discount). The software change will be August 17 and will integrate the ILS library software. The software for INFOSOUP will be a bit different looking. It was asked about the grocery store and the stories. The grocery store was set to hand out the stories and put into grocery bags at checkout. Donna asked if the stories could be given to the school to hand out to students with the food distribution. This will be looked into. With the activity report, it was determined by DPI that total counts attending could include those programs done virtually (i.e. the Bluebird Cafe cooking demonstration).
9. The discussion about Emergency closure pay was discussed. We will fall in line with the rest of the city on this subject. There should be enough work for the staff to do to get their hours with the curbside pickup and library hours by appointment. Staff will be paid for hours worked. Workers will talk to Jamie about what hours they would want based on their comfort level along with the capacity of hours worked. Mari asked if there would be work for everyone and Donna inquired about grants to pay for salary. David was not sure how the CARES act could be used for the library. Bradley Shipps indicated that OWLS determined that the amount of hours to put in for a grant was not equitable for what would be received. Wisconsin Humanities was a place that Manawa used to help cover the cost of the plexiglass that they had to purchase. Mike made a motion and Donna second that the salaries would change to match the cities policy and would start July 17 to match with the end of a pay period.

10. With the opening of the library for appointment, last week there were 10 individuals that signed up, 5 for browsing, 3 for computer use, and 2 for copies. There were no issues, and for patrons that did not bring a mask, one was provided. The article was in the Tribune and since it was not on paywall, it was available for anyone to read the article, The article was shared by the Library Facebook page. The Chronicle had the article last week.
11. The next meeting will be August 13th at 4:00. A vote was taken as to whether it should be in person or virtual. There were 3 members that wanted in-person, and 3 members were willing to go along with that idea. Jamie was asking about public access, it was mentioned that since the meeting would be going while appointment times were, a staff member could be there to allow anyone in. Jamie was going to check with the city administrator and attorney to verify that we could have an in-person meeting. He will advise whether we could have a meeting or if we will be told to continue having virtual meetings. It was decided to wait to see how that meeting be held before we contact Virginia to honor her (and make sure she is fine with coming in).
12. Donna made a motion to adjourn, and Polly second.