

## Gutekunst Public Library Board Minutes April 8, 2021

Buffi Honeck called the meeting to order at 7:02pm. Also present: Don Goodman, Pat Kifer, Michelle Wilkinson, Beau Hanson, Sandra Nyberg and Mara Edler. Board meeting was held in the Fireside room. Attendees adhered to the six-foot social distancing protocol.

Minutes from March were approved. Pat moved, Don seconded, ayes carried.

Bills and operating expenses from March were approved. Don moved, Sandra seconded, ayes carried.

Petty cash from March was approved. Beau moved, Pat seconded, ayes carried.

**Public Comment:** None

**Correspondence:** Capital Group/American Funds: Quarterly Statement

Goodman Family: Thank you card

Patron: Thank you card

**Friends of GPL Report:** Friends submitted a copy of their March minutes. Highlights included:

- Jackie Barnes was approved as the newest member.
- Sustainable Shelves Program: Friends continue the work of organizing and logging material.
- Future Book Sales: Target date of May 8th was chosen to open the bookstore.
- Friends Membership Recruitment: Membership event planned for June.

Thank you Friends!

**Board Education Report:** Beau Hanson: Intro Board Member Training (1 hour)

### Old Business:

- **Covid-19 Pandemic Procedures:** Mara recommended protocol update, indicating that all staff members choosing to be vaccinated have been. Staff is comfortable with protocols and moving forward with recommendations to meet community needs.
  - Recommendations:
    - Fireside Room: Open to small groups (limit 10)
    - Board Room and Study Room: Open to use (limit 4)
    - Time limit: Lift 30 minute time limit and replace it with no time limit, if no other patrons are waiting, and a one hour time limit if another patron is waiting.
    - Quarantine: GPL will no longer quarantine returned/used items. Evidence provided through the State Library & State Hygienic Lab indicates Covid-19 is not spread through touch and can not be transferred through items.
  - Continued Procedures:
    - Computers: Maintain computer distance and placement: Only half of the computers are available for use.
    - Mask Mandate: Distancing & mask mandate will remain in effect, including when using rooms.
    - Sanitize: Staff will continue to sanitize high traffic areas twice a day.

Pat made a motion to adapt the recommendations, Beau seconded. Ayes carried.

### New Business:

- **Hours Change Proposal:** Mara submitted a proposal for service hour change. The proposed hours would allow the library to be open during the noon hour.
  - Proposed hours: M, R: 9am-7pm; T, W, F: 9am-5pm; Sat: 10-2
  - Community Need: Community survey indicated that community members desire hours that accommodate the noon hours. Additionally, board members read and considered a letter from a current patron who advocated for this change.

- Beginning Date: June 1, 2021

Beau made a motion to adapt the hour change, Sandra seconded. Ayes carried. New hours will be in effect starting on June 1st.

- Signage: Mara submitted a quote from Nagle for a new sign with updated hours. Discussion included other sign options, including the use of a temporary sign while piloting the hours. Mara will contact West Marshall HS for information about the signs they make.

No motion was made. Signage tabled at this time.

- **WM Scholarship:** The library board's mission recognizes the value of an educated population and will therefore continue to support the WM Foundation scholarships. The library will contribute four scholarships, each for the amount of \$500.00: a total contribution of \$2,000.00.

Beau made a motion, Sandra seconded, ayes carried.

- **Overdrive Advantage Program:** Board discussed continual participation in Overdrive Advantage program. Discussion included: possible budget for purchasing digital material (based on previous year and patron need), how to best serve our patrons, and how we make decisions regarding the allocation of funds.

No motion was made. The purchase of digital materials through Overdrive is tabled at this time.

- **Community Garden Update:** Mara submitted a proposal for garden fencing. Fencing around the community garden would improve esthetics and simplify mowing maintenance.

- Fencing: Quote was for vinyl picket fencing (3' and 4' options) and gate.
- Cost: Current estimate was \$600-800. Mara will look into grant options for funding.

No motion was made. The purchase and installation of garden fencing is tabled at this time.

- **Landscaping:** Rob Lechnir discussed landscaping recommendations with Mara.

- Tree Removal: Rob expressed his concern regarding the placement of one of the swamp white oak trees on the property.
  - Mara will contact Mark Hilleman to have the tree removed. Removal will cost \$100. Buffi Honeck volunteered to plant the tree on her property and will be responsible for the cost of doing so.
  - Mara will reach out to Jim Figgins to notify him about the tree's removal and rehoming. The tree was one donated by Jim.
- East Landscaping: Rob submitted a quote for \$1,086. Quote exceeds planned budget, however, the board agreed that this area is currently overgrown and would benefit from Rob's proposal. The east bed will be the one main landscaping project of the season.

Pat made a motion to proceed with the landscaping recommendations, Don seconded. Ayes carried.

- **Director's Report:** The Director's Report was approved. Pat moved, Don seconded, ayes carried.

Don moved to adjourn, Sandra seconded, ayes carried.

Next meeting: May 6, 2021

Submitted by Sandra Nyberg