



**MINUTES OF MARCH 16, 2020 MEETING
BOARD OF TRUSTEES OF THE TOWN HALL LIBRARY
TOWN OF MERTON, NORTH LAKE, WISCONSIN**

- I. Call to Order:** The meeting was called to order at 3:45pm by President Ploch. Also present were Trustees Cull, Nawrocki, Savitskij, Stippich, Library Director Schoenhaar and Assistant Director Hanson. Trustees DiPietro and Rogers Blum joined by phone. Stippich took meeting minutes.
- II. Public Input:** Assistant Director Hanson expressed her confidence in and agreement with the proposals Schoenhaar will be making during the meeting regarding logistics of providing Library services in reduced capacity in the short term to address COVID-19 concerns. Hanson then left the meeting. Director Schoenhaar, on behalf of Rogers Blum, shared that the Trustee's email account had received two emails from persons offering programs.
- III. Consent Agenda:** Consent Agenda Items A. through E. were discussed and unanimously approved on Motion by Savitskij, seconded by Cull. President Ploch requested Secretary Rogers Blum to forward a copy of the approved February 17, 2020 minutes to Town Clerk.

F. Financial Report

- a. DiPietro moved to approve February, 2020 expenses in the amount of \$39,606.91, seconded by Cull, and unanimously approved.
- b. DiPietro moved to approve the February, 2020 petty cash report of \$116.00, seconded by Cull, and unanimously approved.

G. Committee Reports

- a. Director's Report: Schoenhaar presented the Director's Report.
- b. Friends' Liaison: Rogers Blum reported on status of donations by Library Board to date.
- c. Foundation Liaison: Nothing to report.
- d. Town Board Liaison: No report given as Herrick was absent.

IV. Unfinished Business

- A. Savitskij moved to address New Business before Unfinished Business, seconded by Cull, and unanimously approved.
- B. After New Business was addressed (see below), Stippich moved to table Unfinished Business items to April, 2020 meeting, seconded by Ploch, and approved unanimously.

V. New Business

- A. COVID-19 Response—Board reviewed Director's report: "COVID-19 discussion guide/Town Hall Library Board meeting March 16, 2020," which noted the recently confirmed case of COVID-19 in Merton on March 13, 2020 and set forth applicable Library policy provisions for action. Director reported on what other Libraries in the Bridges system have done. Director proposed to close the Town Hall Library facility to public access while continuing to offer reduced services through March and April until further decision by Board at April 20, 2020 Board meeting. During this time, High School pages would be asked not to report to work. Other staff would be given the option to opt-out of work on an unpaid basis for health, family obligations or other reasons. Those who do not opt-out would be expected to come to work. Discussion was held on the nature of the continued services.
1. Savitskij moved to close the Town Hall Library facility to public access until further notice, while continuing to provide electronic/digital and online services M-Th 10a-6p and F 10a-5p, as set forth in the report, except that those services will not include physical circulation services of "curbside checkout" at this time. Director has discretion to cease provision of services entirely in order to maintain a healthy workforce. Motion seconded by Ploch, and unanimously approved.

2. Savitskij moved to give Library Director discretion to offer “curbside checkout” services in the future if, after evaluation, it is deemed appropriate. In such case, Director shall notify Board of the change. Motion seconded by Cull, and approved unanimously.
 3. Savitskij moved to approve the March 2020 amendments to the Emergency Closing & Safety Policy, seconded by Nawrocki, and unanimously approved.
- B. Bridges’ Allowable Costs Worksheet—Nawrocki moved to approve the worksheet as printed, seconded by Ploch, and unanimously approved.
 - C. Program/Event fees—Ploch moved to approve Cornel Rosario fee of \$50, seconded by Stippich, and unanimously approved. Approval of Dr. Lorrie Wenzel/Landscape Ministries LLC Notre Dame presentation for Apr. 7, 2020 was tabled until April meeting.
 - D. DOR (WI Dept of Revenue) overdue/non-returned items—DiPietro moved to approve Director beginning discussions with Town about use of State of Wisconsin DOR’s Refund Interception Guide for Counties and Municipalities, seconded by Nawrocki, and unanimously approved.
 - E. Upcoming sick leave requests/updated policy scope with Town Clerk concern—Director conveyed Town Clerk reminders that Library employees: a) on extended leave, continue to submit their time reports on schedule (the Monday prior to Friday’s paycheck), including hours worked from home; and b) identify, on their time reports, hours they are taking as sick leave. Discussion was held on Town Clerk’s concern about language in Sick Leave policy. Savitskij moved to amend Town Hall Library Handbook pp. 11-12 “Sick Leave” language in the first paragraph, third sentence to strike the phrase “Such accumulation will not exceed 120 days” and replace it with “Sick leave may accumulate up to 120 days” to be consistent with the Town of Merton Handbook pp. 17-18. Everything else to remain the same in the Library Sick Leave policy. Ploch seconded the motion, and it was unanimously approved.

VI. Closed Session

- A. Motion by Ploch to extend Board meeting by 15 minutes in order to enter into Closed Session, seconded by Savitskij, and unanimously approved.
- B. Motion by Stippich, seconded by Savitskij, to enter into Closed Session pursuant to State Statute 19.85(1)(c). The Secretary called for a roll call vote: Cull-Aye; DiPietro-Aye; Nawrocki-Aye; Ploch-Aye; Rogers Blum-Aye; Savitskij-Aye; Stippich-Aye; carried unanimously. Shoenhaar left the meeting. Update regarding closure of investigation re email exchange between three employees on January 10 and 12, 2020 and recommendations/ expectations going forward. Began discussion about possible future coverage needs.
- C. Motion by Cull, seconded by Ploch, to end Closed Session. The Secretary called for a roll call vote: Cull-Aye; DiPietro-Aye; Nawrocki-Aye; Ploch-Aye; Rogers Blum-Aye; Savitskij-Aye; Stippich-Aye; carried unanimously.

VII. Adjournment

Motion by Nawrocki, seconded by Savitskij, to adjourn meeting. Motion carried unanimously, and the meeting adjourned at 5:16 pm.

Respectfully submitted,

Kristal Stippich
Acting Secretary

Next Meeting: Regular Library Board of Trustees
April 20, 2020 at the Town Hall Library at 3:45 pm