

**MINUTES OF APRIL 27, 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 3:45 pm by President Ploch who attended in person. Also present in person were Directors Nawrocki, Rogers Blum, Stippich, Library Employee Kleinhans (to facilitate technology needs), Library Employee Stapleton, and Library Director Schoenhaar. Directors Cull, Herrick, and Savitskij attended via virtual technology.
- II. Public Input:** Rogers Blum reported no messages in the Trustees' email account. Library Employee Stapleton reported on plans to offer pickup service to patrons, which will now be allowed under the Governor's Safer at Home order during the COVID-19 pandemic. Stapleton then left the meeting.
- III. Consent Agenda:** Savitskij moved to approve the Consent Agenda, seconded by Nawrocki, and unanimously approved.

F. Financial Report:

- a. Ploch moved to approve March, 2020 expenses in the amount of \$8,279.88, it being noted that, because the Town of Merton accountant is on maternity leave, wages, benefits, and utilities expenses are not included, and will be posted when she returns. Motion seconded by Rogers Blum, and unanimously approved.
- b. Rogers Blum moved to approve the March, 2020 petty cash report in the amount of \$46.00, seconded by Ploch and unanimously approved.

G. Committee Reports:

- a. Director's Report.
- ~ Schoenhaar presented tracking information about staff who have opted to work during the pandemic closure and work that being performed during closure. She praised the staff for their flexibility.
 - ~ Email quantity has tripled, and the telephone lines are very busy.
 - ~ Our network stability is insufficient, and she will present a proposal for enhancement under another agenda item.
- b. Friends Liaison: Rogers Blum reported the Annual Meeting and fund raising auction has been canceled for this year. The author presentation by Terese Allen scheduled for April has also been canceled, and may be rescheduled in 2021.
- c. Foundation Liaison: Ploch had no report.
- d. Town Board Liaison Herrick had no report.

Motion by Rogers Blum, seconded by Ploch, to address New Business before Unfinished Business. Motion carried unanimously.

IV. New Business

- A.** Motion by Stippich, seconded by Ploch, to amend our Bylaws, effective immediately, to reflect that, in the event of extenuating circumstances, virtual attendance at a Board Meeting will be considered attendance for purposes of a quorum.

- B.** Stippich's term as a Trustee will end in May, 2020. Motion made by Cull, seconded by Nawrocki, that, for the coming year, Ploch will remain as Board President, Rogers Blum as Secretary, and that Savitskij fill the role of Vice President. Motion carried unanimously. Motion by Rogers Blum, seconded by Stippich, that Schoenhaar immediately post the opening for a Trustee, who does not reside in the Town of Merton, on the Library's web site and at the pickup window. Motion carried unanimously. The Library qualifies this year for a Trustee from Waukesha County. Motion by Ploch, seconded by Cull, that a nomination be made to the County for Stippich to fill that role. Motion carried, with Stippich abstaining.
- C.** Radio Frequency IDentification costs of \$2,382.64 to Envisionware, and \$1,044.00 to Taylor Computer Services Inc. were unanimously approved on Motion by Ploch, seconded by Savitskij.

Motion by Ploch, seconded by Rogers Blum, and unanimously approved, to extend the meeting until 5:15 pm.

- D.** On Motion by Rogers Blum, seconded by Nawrocki, Schoenhaar's mileage reimbursement request for the period from January through April, 2020 in the amount of \$106.29 was unanimously approved.
- E.** The Town of Merton Clerk requested a Town of Merton credit card be issued to a Library representative to be used for incidental expenses. After discussion it was agreed that the appropriate Library representative to hold such a card would be the Library Director. Schoenhaar stated that she is currently refinancing her home and requested that the application for the credit card be held until her refinancing has been approved. On Motion by Rogers Blum, seconded by Cull, the credit card issuance will be pursued as soon as Schoenhaar advises the Board that her refinance has been approved. Motion carried unanimously.
- F.** Reopening of the Library after pandemic restrictions have been modified or lifted was discussed. On Motion by Ploch, seconded by Nawrocki, Schoenhaar is given the authority to tailor hours, staffing, and procedures to meet our needs and State and Bridges Library System guidelines. Motion carried unanimously.

Discussion held that a new wifi server will soon be required, as the Library's WiFi is obsolete and an upgrade is needed. Motion by Savitskij, seconded by Cull, to table this matter for future discussion. Motion carried unanimously.

V. Unfinished Business

- A.** Request from the Foundation to install an old Post Office sign was tabled.
- B.** Request from the Friends to install a recognition plaque was tabled.

VI. Adjournment

On Motion by Ploch, seconded by Rogers Blum, and unanimously approved, the meeting adjourned at 5:15 pm.

Respectfully submitted,

Mary L. Rogers Blum
Secretary

Next Meeting: Regular Library Board of Trustees
May 18, 2020 at the Town Hall Library at 3:45 pm