

**MINUTES OF JUNE 15, 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 3:50 pm by President Ploch who attended in person. Also present in person were Directors Herrick and Rogers Blum, Youth Services Assistant Kleinhans, and Library Director Schoenhaar. Directors Cull, DiPietro, Savitskij and Stippich attended virtually.
- II. Public Input:** Rogers Blum reported only one message in the Trustees' email account, a solicitation from a fund-raising company which she deleted.
- III. Consent Agenda:** DiPietro moved to approve Items **A.** through **E.** on the Consent Agenda, seconded by Cull, and unanimously approved.
- F. Financial Report:**
- a. Rogers Blum moved to approve May, 2020 expenses in the amount of \$41,359.99, seconded by Herrick, and unanimously approved.
 - b. Ploch moved to approve the May, 2020 petty cash report in the amount of \$100.00, seconded by Savitskij, and unanimously approved.
- G. Committee Reports:**
- a. Director's Report:
 - Schoenhaar learned at the APL Directors meeting that we will receive \$833 funding from the federal level for wifi use during the COVID crisis, which will help to offset our wifi server replacement. She acknowledged the oversight and expertise received from Dennis and Karen Savitskij in the wifi upgrade process.
 - We had committed to provide a Memory Café on August 7, which will need to be changed somewhat due to COVID restrictions. However, Miss Wisconsin will provide either a live or virtual program at the North Lake Park Pavilion.
 - HVAC, telephone, and other systems are being upgraded in anticipation of reopening.
 - Schoenhaar has been working with the Town's Accountant regarding our qualification for additional funds due to COVID. The staff's individual trackers which she had ordered them to keep will help greatly in qualifying for these funds.
 - The staff Planning Group continues to meet often to discuss and plan for opening phases. Schoenhaar acknowledged the staff's flexibility and positive energy during the pandemic restrictions.
 - b. Friends Liaison: Rogers Blum reported the Friends have not met because of closure restrictions, but continue to care for the gardens.
 - c. Foundation Liaison Ploch reported the fund raising bricks have arrived and installation plans are being made.
 - d. Town Board Liaison Herrick had no report.
- IV. Unfinished Business**
- A.** Schoenhaar presented the Planning Group's recommendations for phasing in library services. The safety partitions have not yet arrived, and are necessary for Phase 2. Motion by Rogers Blum, seconded by Ploch, that Schoenhaar and the Planning Group be given authority to open in phases pursuant to state and local guidance, and to develop processes for patrons and staff to keep everyone as safe as possible. Motion unanimously approved.

V. New Business

- A.** Wifi CARES Act funding was discussed. Motion by Savitskij, seconded by DiPietro, to approve the \$999 bid from Allbridge for a new wifi server. Motion carried unanimously.
- B.** On Motion by Herrick, seconded by Ploch, a \$30 booking fee and a \$150 presentation fee to Miss Wisconsin for the August 7 Memory Café were unanimously approved.
- C.** Schoenhaar presented an addendum to our Policy for Children in the Library. On Motion by Savitskij, seconded by Di Pietro, the suggested addendum will be revised to include ‘and/or State of Emergency’ after the word crisis. Motion unanimously approved.
- D.** Schoenhaar presented a budget perspective for 2020/2021/2022. This presentation included suggested hours of operation when the library gets back to actual re-opening (hours may vary while still in phases) as Monday-Thursday 10 – 8; Friday 10 – 5, and Saturday 10 – 2. Motion by Ploch, seconded by Cull, to approve the suggested hours carried unanimously. A Motion by Ploch, seconded by DiPietro, to reduce materials expenditure from \$56,000 to \$51,000 carried unanimously. It is expected there will be no hiring at this time unless essential. A suggestion by the Town Accountant is that overages go immediately into the Audited Fund Balance to cover unexpected costs in this dire and unprecedented time (Bridges Library System is expecting a 5% decrease) until revenues are more predictable. No action was taken.

Ploch stated that no applications for the open seat on this Board have been received.

VI. Adjournment

On Motion by Rogers Blum, seconded by Herrick, and unanimously approved, the meeting adjourned at 4:39 pm.

Respectfully submitted,

Mary L. Rogers Blum
Secretary

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