

**MINUTES OF MAY 18, 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, Youth Services Assistant Kleinhans, and Library Director Schoenhaar. Directors Cull, DiPietro, Herrick, and Savitskij attended virtually.
- II. Public Input:** Rogers Blum reported only one message in the Trustees' email account offering expensive programs from an out-of-state vendor.
- III. Consent Agenda:** Cull moved to approve Items **A.** through **E.** of the Consent Agenda, seconded by Nawrocki, and unanimously approved.

F. Financial Report:

- a. Rogers Blum moved to approve March, 2020 expenses in the final amount of \$42,403.48, which was unavailable at the April meeting due to the absence of the Town Accountant. Motion seconded by Cull, and unanimously approved. On Motion by Savitskij, seconded by DiPietro, April expenses in the amount of \$33,182.10 were unanimously approved.
- b. Rogers Blum moved to approve the March, 2020 petty cash report in the amount of \$93.40, seconded by Ploch and unanimously approved.

G. Committee Reports:

- a. Director's Report.
- Schoenhaar praised the staff for their flexibility and positive energy during the pandemic restrictions.
 - She presented a circulation report of our window service which has been well used and appreciated by patrons.
 - Response to ongoing issues related to pandemic restrictions are discussed in the Planning Group staff meeting weekly.
- b. Friends Liaison: Rogers Blum reported the Friends have not met because of closure restrictions, but continue to care for the gardens. Joyce Phenicie will discuss with Director Schoenhaar where to place a tree in memory of Director Art Phenicie.
- 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.** Schoenhaar presented the Planning Group's recommendations for phasing in library services which were formulated under recommendations by the State of Wisconsin Governor's office, the Wisconsin Department of Public Instruction, and Bridges Library System. Following discussion, on Motion by Herrick, seconded by Ploch, the Planning Group's recommendations were unanimously approved.

Motion by Herrick, seconded by Ploch, to authorize the April 24, 2020 quote from Dan Plautz Cleaning Service, Inc. for Electrostatic spraying of the Library building if required before opening to the public. Motion approved unanimously.

Motion by Stippich, seconded by Ploch: As procedures change while proceeding through the phases (and possible reversals) of reopening the library to patrons, that the Director and staff clearly, fully and frequently update patrons on current procedures, so patrons are aware of the phased approach that is being put in place, as well as dates of implementation. All staff should be made aware of the Library's intent to reopen in phases, following direction by the Wisconsin Department of Public Instruction and Bridges Library System, and all staff must be able to correctly communicate in person, by email or telephone, information on reopening procedures to patrons. Frequent updates, no less than weekly, should be placed on the Library's website, bulletin boards, public notices, and social media. Following discussion, the Motion carried unanimously.

Motion by Savitskij, seconded by Herrick, that the Director inform all staff members that the Library Board of Trustees directs, in the interest of protecting the health of staff and patrons, that protective masks are to be worn by **all library staff** when they are serving patrons who are in the building, despite physical distancing and/or hand sanitizing practices when not behind a protective barrier or working in an office with no patron contact. The Board further directs that protective barriers will be ordered and will be placed in appropriate locations before the library building is opened to patrons, and that staff will use them appropriately to maintain the safety of all. There will be no exceptions to this policy. Following discussion, the Motion carried unanimously.

- B.** The Director presented an Audited Fund Balance Spending Analysis as of April 30, 2020 that was prepared by the Town Accountant.
- C.** The Waukesha County Library Standards for Certification for the 2021 Budget was discussed, and on motion by Cull, seconded by Savitskij was unanimously approved for signature by President Ploch and Director Schoenhaar.

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

V. Unfinished Business

- A.** Request from the Foundation to install an old wooden North Lake Post Office sign in the Library was declined on Motion by Rogers Blum, seconded by Cull, and, after discussion and viewing of the sign, unanimously approved.
- B.** Request from the Friends to install a recognition plaque in the Library was postponed until 2021 on Motion by Rogers Blum, seconded by Ploch, and unanimously approved.

VI. Adjournment

On Motion by Herrick, seconded by Nawrocki, and unanimously approved, the meeting adjourned at 5:09 pm.

Respectfully submitted,

Mary L. Rogers Blum
Secretary

Next Meeting: Regular Library Board of Trustees
June 15, 2020 at the Town Hall Library at 3:45 pm