

**DRAFT MINUTES**

\*\*\*Due to COVID-19 this meeting was held via a zoom teleconference. The link to access the meeting online as well as a dial-in phone number were included on the posted agenda.\*\*\*

ROLL CALL: Katy Beem, Alexis Oskolkoff, Gabrielle Strouse, Eric Young, Kelsey Collier-Wise

ABSENT: Greg Redlin

OTHERS PRESENT: Daniel Burniston

On a motion by Collier-Wise, seconded by Beem, the minutes of the April 16, 2020 meeting were approved. All present voted aye.

On a motion by Collier-Wise, seconded by Beem, the agenda was approved. All present voted aye.

There were no visitors to be heard.

On a motion by Collier-Wise, seconded by Beem, the reports of the Director were accepted. All present voted aye.

On a motion by Beem, seconded by Collier-Wise, the April expenditures were approved. All present voted aye.

**REPORTS:**

**Foundation** – The Library Director reported on the status of the new wireless access points paid for by the Library Foundation. The wi-fi still received 1311 connections in April, (down from approximately three to four thousand in previous months) despite the building being closed to the public. Patrons have been observed using the Wi-Fi in the parking lot and outside the building. The wi-fi is accessible 24 hours a day.

**Friends** – There will be no Edie’s Used Book sale in June due to COVID-19. The Friends group is being cautious as many of their volunteers are in higher-risk categories. They continue to monitor the situation and have not yet set a date when sales will resume. The Friends group covered the cost of purchasing supplies for homemade masks. The Friends group also purchased lunch for Library staff on 4/27 which was greatly appreciated.

**FY2020 Revised and FY2021 Budget Process update** - City Administration reported that March 2020 sales tax numbers were comparable to March 2019. The total sales tax for the year is still down overall. Sales tax numbers for April will not be available until late May or early June. April numbers are likely to show considerable impact due to COVID-19. Budget planning sheets are anticipated later this month which would allow for a proposed budget at the June meeting.

**OLD BUSINESS:**

**2020 Library Board Appointments** – The Library Director reported that at the May 4<sup>th</sup> City Council meeting Greg Redlin was reappointed for an additional three-year term on the Library Board. Alexis Oskolkoff was appointed as the new board member to replace Diane Leja whose term expired. Alexis was introduced to the board, followed by a discussion regarding the 2020 annual election of Library Board officers. On a motion by Collier-Wise, seconded by Beem, Gabrielle Strouse was elected Library Board President and Eric Young was elected Vice President. All present voted aye.

On a motion by Collier-Wise, seconded by Young, it was approved to make Gabrielle Strouse, Eric Young and Daniel Burniston authorized on the library's bank accounts effective May 21<sup>st</sup>, 2020. Outgoing President Diane Leja is to be removed and Eric Young is to be added. All present voted aye.

**COVID-19 Operational Review and Reopening plans** – The Library Director summarized that since 3/22/2020 the library has been operating a pick-up at the door only service due to COVID-19. In addition to the pick-up service deliveries for homebound patrons have continued and staff has worked on virtual online programming. On May 30<sup>th</sup> the current city emergency ordinance will expire and is in the process of being replaced by a similar ordinance with reduced restrictions on capacity. Some businesses and organizations have been reopening with limited capacity. Library staff has been getting questions about when our building will be reopening to public access. The Library Director provided a draft four-phase reopening plan based on similar examples from other libraries. The Library Director also reviewed some of the concerns and challenges presented by reopening and summarized the current status of other libraries in South Dakota. The Library Board discussed reopening options considering the continued safety concerns associated with COVID-19. The Board has serious concerns about public safety in a high traffic centrally located public facility like the library. The library serves community members who fall into categories identified as being at higher-risk if exposed to COVID-19. Capacity concerns were expressed due to the City pool being closed this summer and many other programs and organizations being canceled or closed. There were also worries about the availability of wipes, the willingness of patrons to wear masks, and the number of potentially high contact locations such as the restrooms.

On a motion by Strouse, seconded by Collier-Wise, the decision was made to keep operating the pick-up service with the building closed to the public through the end of June. Reopening plans will be reviewed again at the June meeting to consider a reopening date based on the COVID-19 situation at that time. One computer is to be made available for public use for essential needs. Access will be for 30-minute sessions by appointment only. All present voted aye.

**NEW BUSINESS:**

The Library Director reviewed plans for the 2020 Summer Reading Program given the COVID-19 situation. Registration will take place electronically this year via the new READsquared service. Patrons can use READsquared to register online, track reading, earn badges, and unlock games. Summer programming and presenters will be provided virtually. Staff is planning activities for each day of the week that can be posted online and either watched live or recorded. Youth Services staff is working on take-home activity kits to support activities and virtual programs. They are also working with the Vermillion Area Arts Councils on a virtual Messy Hands Art Camp for this year. Other collaborations in progress include 4-H and the National Music Museum. This agenda item was informational only, no action was taken.

The next meeting is scheduled for Thursday, June 18th, 2020 at noon.

On a motion by Beem, seconded by Young, the meeting was adjourned at 12:59 pm.

Respectfully submitted,

Daniel Burniston  
Library Director