

Meeting Minutes – Cameron Library Board – August 28, 2023

Present: Char Tubbs, Ben Hester, Maggie Hester, Judy Erickson, Wanda Johansen, Carol Moen and Dawn Ayers.

Absent: Kathy Krug

Minutes from the July 31 meeting were reviewed. Motion made by Carol to accept the minutes, second by Wanda.

Finance Report

Beginning balance was \$6,610.76; \$450 was paid out for the Dinosaur Program and \$400 was paid out for the Polka Dot Zebras music program for an ending checking account balance of \$5,760.76.

Copies for July 10 through July 31 totaled \$21.10. (Fax machine is currently down.)

Friends of the Library did reimburse for the Scholastic book prizes. Dawn gave the check to Village Hall to put back into the Supplies line item. That total was \$158.25.

The budget comparison still shows the 2022 expenses. Roger O said he made a note to bring it up with the auditors.

Expenditures

IFLS, \$24 for security software protection; Baker & Taylor, \$35.15 for books; Visa Card, \$288.20 (\$111.99 magazine subscriptions & \$176.21 Summer Reading Celebration). Motion made by Char to accept expenditures with a second by Maggie.

Activities:

2,321 items circulated in July, 868 items were borrowed from other libraries, 568 items lent to other libraries, 7 new patrons registered, 35 items added to the collection, 355 wireless users, 280 electronic check-outs and 361 website visits.

Storytime is on hiatus to allow children to transition into school. IFLS administrator John Thompson visited during Storytime just to check in with the library, which is always appreciated. Take and makes have been pretty popular this summer, so Storytime projects are just left out for kids to assemble at the library or at home. Lots of children have enjoyed simple coloring pages or just creating their own artwork on paper provided at the art table.

The outdoor book sale is still very popular. Dawn keeps that stocked.

The Little Free Library is being used frequently. Dawn restocks books weekly.

The Summer Reading Program concluded on Saturday, August 19. We had 76 children participate in the program. Some families who participated were from out of town and were participating in programs offered by all of our local libraries. We heard from many those participants that Cameron had the best program due largely to the sort of incentive prizes offered. Our families were very grateful.

32 children participated in the bonus Summer Reading Challenge. Each child that participated in the Challenge program had their name entered into a drawing for prizes; the Friends group had provided enough prizes for each child to receive a special prize.

60 attended the Summer Celebration at Sportsman's Park on Tuesday, August 15. The school provided snacks, and the library provided water games, group games, individual activities, an obstacle course and prizes.

The Friends group will participate in the Cameron Street Sale on September 23 with another book and puzzle sale. They also continue planning their October Author event. They will have three local authors speak and will provide a meat and cheese tray, wine and sweet treats for snacks. Dawn will order books for their give-away and help MC the event with a brief introduction. The authors that are participating in the October event will be informed that they need to bring everything they need to present slide shows or PowerPoints. We are only able to provide the movie screen. Microphone amplification would have been nice for this. The president of the Friends group, Penny Ebner, did resign; Joan Stucky, as Vice President, will move into the position of President.

Facility Report

WE changed the natural gas meter last week. The pilot light in the library fireplace failed to stay lit. Jaden was informed & took care of that immediately. If it goes out again, the gas company will be informed. Ben let us know he is in contact with someone from the fire department that may know how to help get a grant for the defibrillators.

Old Business

The Epidemic and Library Health Policy was discussed. The board appreciated Maggie's expertise as a nurse/COVID nurse and included her revisions. Char made a motion to accept the following policy with revisions; Carol seconded.

Epidemic and Library Health Policy

The purpose of this policy is to establish protocol that will be used in the event of an epidemic or declared public health emergency. Additionally, organizations may be required by any level of Public Health or the municipality to take measures to slow the spread of illness.

How and when to reopen the library is a local decision based on local government orders and current community health conditions. The library board will make decisions to re-open the library based on our capacity to safely do so.

Guidelines are subject to change based on emerging information.

1. During State and/or National emergencies that require library closure, staff members will be paid for their regularly scheduled hours.
 - a) The Cameron Public Library may temporarily close due to a declared National, State, County, or Municipal health emergency.
 - b) The Cameron Public Library may temporarily close due to the closure of schools during epidemic concerns.
 - c) At the discretion of the library director and one other library board member the library may close, reduce operating hours, or limit services temporarily in the event of insufficient staff number or safety risk.
 - d) The library will remain closed until necessary and adequate protective and disinfecting supplies are provided and in place for both staff and patrons.
 - e) The library will close if it cannot maintain a minimum staffing level of two (2) healthy staff available simultaneously to be present at the library during open hours.
 - i) In the event of sudden closure, employees shall be compensated for regularly scheduled hours.
 - f) Programs, special events and meeting room reservations shall be cancelled.

2. Communication

- a) Any changes in the library's open hours to the public will be communicated via the library's website, social media, phone messages, and when possible, signage.

3. Prioritization of Services

- a) Safety First.
- b) Communicate with patrons, trustees, and local officials about changes to services.
- c) Submission of payroll, processing billing, preparing for and holding Library Board Meetings.
 - i) If the Board is not meeting, the director will work with the Village Clerk to ensure payment of bills.
 - ii) Payroll will be continued by the Library Director in coordination with the Village Clerk. If the Director is unable to fulfill this duty, a designee may be appointed.
- d.) Secure ability for staff to work remotely.
- e.) Ensure online and digital resources are accessible.
- f.) Process in- and outgoing holds.
- g.) Direct customer assistance such as check outs, library cards, computer and information assistance.
- h.) Programming.

4. Library Operations

- a) Any staff member may be requested to check the building conditions and alert the director, Village Clerk, Public Works Director, or police of any issues.
- b) Any staff may be requested to empty the book drop a minimum of three times per week.
- c) Any staff may be requested to retrieve mail at least once per week.
- d) The director will work with the Village Clerk to ensure payment of payroll and bills; deposits are the responsibility of the director.
- e) If, for any reason, the Library Director is unable or unavailable to perform the responsibilities and decisions outlined in this policy, administrative authority for this policy and all library operations shall fall to assigned staff.

5. General Safety

- a) Social distancing will be implemented during infectious disease outbreak.
 - i) Limitations to capacity and computer use will be enforced.
 - ii) To decrease risk of transmission, any staff that is able to work from home should continue to do so for the extent of the epidemic threat.
- b) Staff will be required to wear masks or shields and gloves while administering public services.
 - i) Proper glove handling procedures will be implemented, ie removal and disposal.
- c) Encourage self-monitoring for illness and testing for evidence of infection.

- d) Recommend or require the use of masks for the public. Masks will be available.
- e) Provide accommodations for staff and patrons who need to take extra precautions.
 - i) Assign staff to tasks with lowered exposure risks.
 - ii) Provide no contact services such as curbside, virtual programming, etc.
- f) Staff may only assist in-person computer or other device users implementing social distancing measures per public health recommendations.
- g) Wash hands or use hand sanitizer following contact with high touch areas.
 - i) Hand sanitizer will be required at the front desk.
- h) If plastic keyboard covering of public computers is insufficient, patrons may be required to use gloves and masks.
- i) During periods of high demand, computers may be reserved by appointment only.
- j) Library hours of operation may be reduced.
- k) Materials may be quarantined in accordance with State recommendations.

6. Cleaning

- a) Staff will follow the CDC guidelines for cleaning.
 - i) Restrooms may be closed to the public.
 - ii) Computer keyboards and electronics will be cleaned after each use.
- b) Staff must disinfect frequently touched items and surfaces AS MUCH AS POSSIBLE.

7. Facility Changes

- a) The East Entrance will be designated as the IN door. The West entrance will remain locked and serve as the OUT door.
- b) All toys removed.
- c) Most seating removed.
 - i) Minimal chairs will be offered to accommodate patrons that need to sit.
- d) All brochures and other physical materials removed.
- e) The library will invest in barrier protection.
- f) Water fountain available by permission. Cups will be provided.
- g) One public access computer will be available to provide for spacing.
 - i) 30 minute time limits, one hour maximum for exceptions.
 - ii) Computers may not be used for gaming or recreation during this time.
- h) Booksale room will be reserved for materials quarantine.

8. Staff Health Considerations

- a) Staff may not come to work sick.

- b) Staff members with symptoms consistent with an outbreak should follow local Public Health recommended steps.
- c) Staff at higher risk for complications from epidemic illness should inform the director of concerns. Reasonable attempts will be made to accommodate the high-risk staff member.
 - i) Work in a separate room or area.
 - ii) Work during non-public hours.
 - iii) Work from home.
 - iv) Determine if person needs to be on unpaid leave and position held for them.

9. Patron Behavior

- a) County Public Health guidelines for social distancing will be followed by anyone who is not a member in the same household.
- c) Prolonged socializing at the library may not be permitted.
- d) Patrons must comply with reduced capacity requirements.
- e) Barriers of any kind may not be removed.
- f) A face covering may be recommended for anyone over age 2, unless a medical condition prevents its use.
 - i) Curbside pickup will be provided for those who are unable or unwilling to wear a facemask.
 - ii) The library reserves the right to refuse service to patrons who are knowingly ill and to patrons exhibiting symptoms of illness. Any patron exhibiting symptoms while at the library, will be required to leave immediately. This will be enforced.
 - iii) Children under 12 years of age must be accompanied by an adult.

10. Privacy Implications

- a) Any documents created by the library in response to policy, procedural, or documentation changes are public records and, therefore, subject to Wis. Stat. Sec. 43.30 and the library's records retention procedures. For example, if the library opens by appointment only, those records are subject to s. 43.30 records retention.
- b) Staff will keep a log of anyone entering or exiting the building, as well as curbside pick up records. These records may be used by Public Health for contact tracing in the event of local outbreak.

11. Occupancy

- a) Building capacity may be limited.
- b) A time limit may be enforced, including computer use.

c) Computer use before browsing will be encouraged to ensure completion of necessary computer actions.

12. Compliance and Conflict

a) Epidemic and Health Policy is in place for the safety of all patrons and staff and will be enforced.

b) Staff will handle potential conflicts.

i) Notify patron of policy.

ii) Inform patron of ramifications of continued policy violation.

iii) Ask patron to leave.

c) Pertinent behavior policy will be posted.

i) Social Distancing

ii) Hand washing/sanitizing

iii) Capacity limitations

iv) Computer user requirements

d) Contentious or intimidating behavior exhibited by a patron will be treated as any other unacceptable behavioral situation. Staff will use de-escalation techniques. If, at any time, a staff member feels threatened or in danger, police support will be requested.

New Business

Proposed Policy for Professional Conduct, Proposed Physical Plant, Library Patrons, and Services of the Library tabled for future review.

Next agenda will include 2024 budget discussion.

Wanda discussed Trustee Training webinars and will share highlights in the future.

Motion made by Char to adjourn, second by Ben.

Next meeting, Monday, September 25, 5:30p.m. at the Library.

Respectfully submitted by Dawn Ayers.