

**Chadron Public Library**  
**Board of Directors**  
**MINUTES**  
**May 5, 2020**  
**Online via Zoom**

**Members present:** Drew Petersen, Robin Foulk, Robert Wahlstrom, John Coates, and Lisette Bogner

**Members absent:**

**Guests present:**

**Call to Order:**

- Drew Petersen declared meeting open at 6:30 p.m.
- Acknowledged the posted Nebraska Open Meeting Act. The Zoom code to join the meeting was published with the normal notice.

**Public (10 minutes):** David Bowen present.

**Consent Agenda:**

1. Board meeting minutes –April 2020
2. Librarian Report – April 2020
3. Library Statistics Reports – April 2020
  - a) Motion by Robert Wahlstrom to approve the consent agenda, seconded by John Coates, motion carried unanimously.

**Approval of Bills – April 2020:**

1. Board reviewed bills presented by the Library Director.
  - a) Motion by Robert Wahlstrom to accept and to pay the bills for April 2020 in the amount of \$1,821.91, seconded by Robin Foulk, motion carried unanimously.

**Committee and Group Reports:**

**Friends of the Library Report** (Daniel Bowen): Nothing to report as all May activities were cancelled due to COVID-19.

**Chadron Public Library Foundation Report** (Rossella Tesch): Foundation meeting via Zoom held. Discussed potential grant writers to contact. Voted for the student scholarship awardees - Maddie Sandstrom and Hailey Hallsted. Irene Brooks will be making a video for the HS Honor Night. (John Coates): Zoom meeting presented interesting challenges. Much discussion about the scholarship selection decision ensued.

The Foundation felt it was important to engage in a team-approach to begin the fundraising process.

**Renovation and Expansion Committee Report:** Drew Petersen contacted Deb Cottier about potential grant writers and received two recommendations – Joni Jespersen, a grant writer who worked on the Aquatic Center project and a Panhandle Area Development (PAD) District grant writer. Petersen will approach Ms. Jespersen to see if she would be interested. Deb Cottier feels that this will be a really tough time due to the COVID-19 pandemic and the shrinking of philanthropy streams. Several board members expressed interest in an exploratory search for various grants and then an evaluation of a summer timeframe for grant applications. The Foundation Board will need to determine its target funding amount for the expansion project. The Library Board has already made its target goal known.

**Other Committee Reports:** None.

**Old Business:**

1. Library Re-Opening: Problems, Solutions, Procedures – The Chadron Glass quote was received by the Library Board. The original quote included an aluminum frame but based on the original quoted price, Judd Hageman was asked to revise the quote to include a wooden frame which dropped the total amount to \$1,600.00. Discussion ensued about asking patrons to wear masks, the addition of plexiglass shields at the desks, the placement of signage to channel traffic, and the use of barriers to control spacing to ensure Library patron and personnel safety.

The Board consensus favored the use of signage and barriers in addition to masks. The Library Director will be attending a City meeting with department heads this week. Robert Wahlstrom asked what the city will be doing to shield the city employees from the public and suggested that the Library Director find out what the city's plans were for installing the barriers at City Hall or the Aquatic Center as the library may want to work with the City. Robin Foulk suggested that the library incorporate barriers/signage to channel the public's interaction in the library. Drew suggested crowd-control posts with retractable lengths. The computer stations will be limited to 3 stations with a 30-minutes per day per patron limit. Both floors will be accessed independently. The Library will be starting curbside delivery next week and the staff has devised an electronic quarantine for returned physical items. Based on the information provided at the city meeting, the Library Director will know if the library can expand its re-opening efforts.

2. Budget Preparations for FY 2021 – The Library Director proposes that the Board request the same budget as last year (\$337,960.00) given the current conditions. This budget year is fine and will end in September. Some items will be moved from unused categories (lower utilities) to collection purchases and repairs. Next fiscal year will be problematic as the City tax receipts are anticipated to be lower given COVID-19. The percentage drop is projected to be between 5-7% in fiscal year 2020-2021. The Nebraska Library Commission has received money from the CARES Act and will be surveying

library needs (internet connections, shields, protective devices, etc.) and distributing the funds according to need.

3. Summer Reading Program Update – The program will be deployed online. Also, a database will be available for the children’s librarian to communicate with families/parents online. The program will be offered from June 1<sup>st</sup> to July 15<sup>th</sup>. A list of activities has been drafted to guide online programming and to encourage use of the library’s physical and digital resources. Prizes have been purchased.

**New Business:**

1. Purchase of Screens for Library’s Check-Out Stations– Please see Library Re-opening discussion above in old business. The Library Director will gather the information and will forward to Board members for an electronic vote.
2. Library Director Evaluation– The Board has a month to complete the evaluation. Drew Petersen suggested that each board member write down their observations which will be gathered together and placed in one evaluation.
3. Other: Youth Librarian – Five applications were submitted. The Library Director has already interviewed two persons and will be interviewing a third person this week. The City has deviated from the position’s title decided upon by the Board and adopted by the City last year. Drew Petersen will address this inconsistency with the City Manager.

**Executive Session:** No executive session held.

**Future/Other Items:**

- Library Policy Manual Update

**Adjourn:** Drew Peterson moved to adjourn at 7:41 pm, seconded by Robin Foulk, carried unanimously. Board adjourned at 7:41 p.m.

**Next Meeting:** June 2, 2020 at 6:30 p.m. is the next regularly scheduled board meeting. It will be a Zoom meeting if the Governor’s orders are still in place to address the COVID-19 outbreak.

**Minutes by** *Lisette Bogner*

**Date:** May 12, 2020