

MINUTES  
CITY OF LAUREL  
Library Board

08/18/2020

06:08 PM

Laurel Public Library

**COMMITTEE MEMBERS PRESENT:**

X Dixie Feller, Board Chair  
X Bill Hanson, Vice-Chairman  
X Nancy Schmidt, Secretary

X Arthur Vogeles  
Samantha Barnhart – via phone  
Clair Killebrew – Foundation Liaison

**OTHERS PRESENT:**

1. Public Input

*Citizens may address the committee regarding any item of city business not on the agenda. The duration for an individual speaking under Public Comment is limited to three minutes. While all comments are welcome, the committee will not take action on any item not on the agenda.*

- a. Addressing the Board: Dixie would like to bring a spinning group to the library. They will observe the social distancing protocols and library policies. If the weather is nice, they may set up outside the library. This is an excellent opportunity for our patrons to learn the art of spinning from those with an avid interest.

2. General Items

- a. Bill motioned the Library Board minutes for July 2020 be accepted as presented, Dixie seconded the motion; motion passed.
- b. Ray Wells made another donation to the library in the amount of \$50.00. Mary Freund & Geralyn Stevens made donations to the library foundation in memory of Margaret Freund. These donations will be used for the table in the commons area as a memorial to Margaret.
- c. Circulation Report - Traffic: up 29.1%; circulation: all items circulated totaled 3,886 (including 518 eBooks), book circulation was down 21%, media circulation was down 18%, eBook checkouts for this month was 15.2% of total book circulation, we circulated 731 items to partners and 170 items from other libraries; computers: internet use was down 27.7 %, children's use was down 100%, wi-fi use : down 66.5%; patron cards: city registrations made up 59.1% of library users, county patrons 47.3% and non-resident registered patrons 3.5%. There were 53 tech assists in July. Library staff will increase computer availability for students in the next couple of weeks.

### 3. New Business

- a. There was discussion concerning the possibility of reducing the amount that the library is requesting for its budget. We can comfortably decrease our budget to 33.87 mills without cutting wages or major areas of expense. This will be presented at the next Council meeting, if time is allowed.
- b. Copies of the Internet Use Policy were distributed and discussed. The only changes suggested by Board members were creating handout to give to patrons for questionable computer use. We would place the handouts in front of a patron rather than having to verbally confront them about their behavior. This would help staff and patrons alike. Dixie motioned that we accept the Internet Use Policy with the addition of the handouts, Bill seconded the motion; motion passed.
- c. The Fall Federation meeting will be held online using Zoom on Saturday, September 12, 2020. The meeting starts at 10:00 am is anyone would like to join us. There will be snacks available for the meeting at the library.

### 4. Old Business

- a. There is a vacancy on the Library Board. Clair Killebrew had stated that she is interested in returning to the Board. Library staff will place notices on both the library website and Facebook page announcing the vacancy. Any letters of interest received will be presented at the next meeting.
- b. Library staff are getting some pushback from a couple patrons about the mask policy. We have a couple patrons that insist they can't wear a mask because of certain illnesses. All we ask is that they bring a letter from their doctor stating they are exempt from wearing a mask for medical reasons. OR, we offer them curbside service.
- c. We joined the City Council workshop via Zoom...there will be a special budget meeting on August 25<sup>th</sup>, 2020 after the Council meeting.
- d. The school district served over 10,500 meals from March through July 2020 using the library parking lot. The exact final numbers will be available in September. We have offered to make the library available again for the school food program if the need should present itself.
- e. The Summer Reading Program was successful considering that we hadn't really planned on offering any programming because of COVID-19. The final numbers will be available in September.
- f. Invoice reviews for July and August will take place in September.
- g. Foundation business – delayed because Foundation liaison was not present.

5. Other Items

a. Upcoming Items:

Book sale will be scheduled for October 18<sup>th</sup> – 24<sup>th</sup> using social distancing protocols and tickets for limited admission.

The NAC meeting will be held via Zoom on August 13<sup>th</sup> at 9:30 am.

Nancy will be taking some scheduled time off for the wedding the week of September 12<sup>th</sup>. She will be available via email and phone.

Library is not closing completely for Labor Day weekend. Julia and Fred stated that they would like to work that Saturday and take time off later.

6. Announcements

- a. Next regular meeting is Tuesday, September 8th, 2020 at 6:00 pm in the Community Room of the Laurel Public Library.

Bill motioned to adjourn the meeting at 7:50 pm, Dixie seconded the motion; motion passed.

Respectfully submitted,

*Nancy L Schmidt*

Nancy L Schmidt  
Secretary for the Board

**NOTE: This meeting is open to the public. This meeting is for information and discussion of listed agenda items.**