

**Spring Green Community Library Board Meeting
Tuesday, October 13, 2020 via ZOOM**

The meeting was called to order by Sue Meise at 5:00 PM in compliance with the Open Meeting Law. It was conducted via ZOOM and not recorded.

Present: Sue Meise, Linda Kettner, Linda Thering, Robin Reid, Sam Van Hallgren, Janet Keel

Absent: Ed Lilla

Director: Lisa Renier-Thomas

Guest: Bridget Roberts

Agenda: Linda Kettner moved to accept the agenda as printed, seconded by Robin Reid. Motion carried.

Minutes: Janet Keel moved to accept the minutes from the previous meeting, seconded by Linda Thering. Motion carried.

Treasurer & Financial Report: Linda Thering moved to accept the report, seconded by Sam Van Hallgren. Motion carried.

Approval of Bills: Linda Thering moved to approve the bills, seconded by Linda Kettner. Motion carried.

Director's Report: Lisa distributed her report. Expanded hours began Oct. 7.

Youth/Family programming continues with Take and Make Activity Kits every 2 weeks. Circulation continues to recover. Overdrive usage is fairly steady. Routes to Recovery expense reimbursement in the amount of \$1,569.45 has been submitted to the village. CARES funds have been awarded in the amount of \$1,241.89. This must be spent on technology. It was decided to spend the acquisitions amount in the current budget soon so that the bill can be turned in to the village by Dec. 31/Jan. 1. Lisa will purchase 9 new office chairs using a portion of the Friends' monetary donation. Some newspapers were not renewed. A proposed 2021 Revenues Budget was presented for review.

Friends Update: They have not had a meeting recently, but have been in touch with Lisa. They are working on a Stay at Home and Read fundraiser.

New Business

-Possibility of Nov. 3 (Election Day) Library Closure: Linda Kettner moved to close the library on Nov. 3, 2020, seconded by Linda Thering. Motion carried.

-Review Library Emergency Closure Policy: Lisa distributed a copy of the policy with recommended revisions. Linda Kettner moved to accept the policy with revisions, seconded by Robin Reid. Motion carried.

-Library Alarm Service Emergency Contacts: Sue Meise is first on the list and has received calls in the middle of the night. These are mainly Communication Breach alarms. We are going to revise the order of names on the call list. Sam Van Hallgren volunteered to take the calls. Bridget Roberts will be the back-up. We will have the salesman come and show these people how to turn off the alarm. Sue will talk to Ed Lilla about the procedure for taking care of the alarm.

Old Business

-Library Service Plan: Lisa asked if she should continue with current hours and number of patrons allowed in at 1 time. Signs are being developed about library usage. It was suggested to do a survey about curbside pick-up and drop-off times. Robin Reid moved that if we have a staff member or patron that has tested positive for COVID-19 we will post a notice on the library facebook page, website and door telling people to please follow Sauk Co. directives, seconded by Sam Van Hallgren. Motion carried.

-Library Garden: Robin Reid reported that Greg Wipperfurth, village employee, can take everything out of the garden next spring. We will be responsible for removing sprinklers, bumpers and hardscape. He will then put dirt in and plant grass seed. Wendy from the village is figuring out where the money to pay the village workers will come from. This is not a good time to do fundraising.

General Public Comment: Bridget Roberts reported that all is good.

Next Meeting: Tuesday, November 3, 2020 at 5:00 PM via ZOOM

Adjournment: Linda Kettner moved to adjourn this meeting, seconded by Sam Van Hallgren. Motion carried.

Respectfully submitted,
Linda Kettner