

Columbia Public Library
Board of Trustees Meeting

May 12, 2020

The May online meeting of the Columbia Library Board was called to order by Vice President Kathleen Habermehl at 7:05. Those in attendance included Annette Bland, Rodney Schreckenber, Diane Stechmesser, Chris Trowbridge, David Jackson, Barry Krizan, Shane Watson, Kathleen Habermehl and Cindy Waldemer.

1. **Approval of Minutes** The Board reviewed the minutes from the regularly scheduled April meeting and the special April 30th meeting. Rodney Schreckenber made motion to approve minutes. David Jackson seconded. Motion passed.
2. **Public Comment** Public was notified of electronic meeting. No requests to comment were made to the Board.
3. **Treasurer's Report** Treasurer Rodney Schreckenber reviewed report with Board. He stated revenue was higher than expected and expenses lower. He updated the Board on status of Endowment Fund which would be reviewed in detail at later annual meeting. Diane Stechmesser made motion to approve report. Barry Krizan seconded. Motion passed.
4. **Approval of Current Bills** Barry Krizan made motion to pay current bills. Chris Trowbridge seconded. Motion passed.
5. **Correspondence** The family of Maurice Schneider informed library of donations made in memory of Schneider. A patron sent Thank You for services staff provided to them on a Sunday.
6. **New Business**
 - COVID 19 Library Director Annette Bland updated Board on information received from the Monroe County Health Department and local paper on COVID numbers.
 - Reopening Library The Board reviewed State guidelines on reopening. State is in Phase 2- Flattening and Library building will remain closed until May 31st. Provisions for working remotely and with one additional staff member working in building will continue. All safety guidelines to be followed. At this time, adding curbside service was discussed. Guidelines for this service included a designated spot for library material pick up, staff protocols for placing materials in safe bags at this spot, and availability of adequate cleaning supplies. Discussion also included unlocking Book Return Box. Returned materials would be subject to quarantine until deemed safe per guidelines for restocking. Barry Krizan made motion to allow curbside pickup and return at Library Director's discretion following State and Board's recommendations. Date of startup will also be determined by Library Director with notice to public of availability of this service. Diane Stechmesser seconded motion. Motion passed.
 - Future Reopening Measures Additional measures to be taken will be discussed and determined as Governor allows movement to Phase 3, 4, 5.
 - Programs Canceled Diane Stechmesser made motion to cancel all in house programs until August 30th. Shane Watson seconded. Motion passed.
 - New Hours Discussion on limiting Library business hours to allow staff time to sanitize building was tabled until next meeting.

Library Activities Annette Bland updated the Board on staff work and activities at the Library during the closure including assisting patrons via phone, webinars, Zoom meetings, work on summer reading plans, online story times and updating Facebook (930 followers) and Instagram (294 followers).

7. **Adjournment** Diane Stechmesser made motion to adjourn. Kathleen Habermehl seconded. Meeting adjourned at 7:50.

Diane Stechmesser

Secretary