



***Library Board Meeting  
July 15 , 2020 5:00 pm***

- I. Call to Order
  - Minutes of the previous meeting
  - Financial Report
  - Director's update
- II. Business
  - Closed days repayment
  - Express Library/Opening the building
  - Summer Library Program
  - Trunk or Treat
  - Future funding
- III. Closing
  - Concerns and Comments
  - Next meeting date
  - Adjournment

Minutes - May 13, 2020

The Owen Library Board met at 5 pm Wednesday, May 13<sup>th</sup>, 2020 with Lorelee Petersen, Nancy Garrett, Sally Martine, Roxanna Reitz, Jeffer Scheuer and Mike Ojanpera in masked attendance.

The minutes of the February meeting were read and approved (MMSC Roxana/ OJ) This was followed by discussion and approval (MMSC Jeffer/Nancy) of the financial report.

Under the director's update, Lorelee outlined the steps they have taken so far for the Safer at Home period. It was decided to pay the library staff for the time they were unable to work, as that money was already budgeted for such purpose. (MMSC Jeffer/Sally) So far book ordering/pickup is Monday and Friday from noon until 4. Lorelee is hoping to add Wednesday to that schedule, but needs to promote it more in the newspapers and on social media, as there have been few requests and pick-ups. Books are being quarantined for 72 hours after they are returned. The courier is running one day a week at this time, returning items to their "homes". No new requests are being processed, but that might change soon. She is trying to promote more programs offered via the internet: one example was the straw bale gardening session presented by Pat Eloranta.

The staff has been weeding our collection and passing off the clippings to our patrons outside the building, at City Hall and in the Little Free Library.

She is going to divert some money to the children's collection to reduce holds on children's books before summer reading starts.

How and when to open back up was discussed. A concrete plan is being worked on with many aspects of safety of staff and patrons of the utmost concern.

The summer reading program will implement "Beanstack", that can be accessed via a cell phone app. It will have challenges for the patrons. Take and Make crafts for the kiddos – On a Roll with the Owen Public Library. All involve toilet paper rolls, so Lorelee is asking for donations of those. In the Early Literacy Program, kids are invited to create their own alphabet book with provided Sesame Street coloring pages. Lorelee is also hoping to develop some sort of graphic novel activity for kids in upper elementary and junior high.

The renewal of terms of officers (MMSC Sally/Nancy) will leave the officers in the same positions.

Discussion was held about the use of the library building for meetings at this time.

The next meeting will be held July 15<sup>th</sup> a 5 PM

The meeting was adjourned approximately 6:05 (MMSC OJ/Jeffer)

Respectfully submitted,

Jeffer Scheuer, secretary

## Library Director's Report

July 8, 2020

### Current Library Status

- The Owen Express Library is open Monday, Wednesday and Friday from 12-6.. New books, DVDs, audiobooks, magazines and newspapers are in the entryway. Come in and browse. If people need anything else, librarians can get it for them.
- Interlibrary loan within our Wisconsin Valley Library consortium is now available.
- WiFi is on 24/7. Public access computers are not currently available.
- Returned items are being quarantined for 2 days as advised by several agencies. We have a plexiglass shield at the desk and employees are wearing masks when they interact with patrons. Hand sanitizer and disposable masks are available for patrons.
- Summer library activities are available for pick up for all ages.
- We do not have a date for re-opening fully at this time. Other libraries are saying that they are reopening, but they are limiting access in different ways. Some require appointments. Some are limiting the number of people allowed in at one time or limiting the amount of time that patrons can spend in the library. The "Express Library" is our answer to limited re-opening. People seem to be happy with this solution for the most part.
- Next library board meeting - July 15, 5:00pm

### Summer Library Program for All Ages

This summer we will have packets of activities for all ages including Preschool Kids, School Kids and Teen and Adult. Each kids packet includes coloring sheets, puzzles and more as well as a reading log. Complete the reading log and hand it in to receive a prize. You will also be entered in a drawing for an Amazon gift card, one for each age group.

We also have some "take and make" craft templates available. You can make a bear, a cow or a frog. We supply the template, you supply colors, glue and an empty toilet paper tube.

### Graphic Novel Contest

Do you love comics? Do you enjoy drawing and/or writing? Have you ever wanted to try creating your own graphic novel? If so, this activity is for you. This is how it works:

1. Come to the library to sign up beginning June 15.
2. Complete the Comics Workbook. This is a set of worksheets and exercises gathered to help you get started with creating comics.
3. Starting July 13 you can request a Graphic Novel Template. It includes some worksheets to help you plan your spectacular graphic novel as well as a template of different panel arrangements. You can make copies of the blank pages or trace them to create the right number of pages needed.
4. Turn in your graphic novel by August 10. Results of the contest will be announced before the end of the month. Prizes include art supplies and an Amazon gift card.

## Library Funding Issue

Payment for missed work during the Coronavirus shut down

The library was closed during Wisconsin's lockdown. Initially, when things were just starting to close down, hours were cut but I think employees were still getting their time in. When the library was closed completely during Safer at Home, I worked from home. Michelle offered all library employees the chance to work for the city. It was my understanding that the library was to be CLOSED and no one was supposed to come in to work. Denise, Carol and I all took a turn or two at emptying the book drop and doing shelving but for the most part, no one was working. Carol lost 16 hours but is choosing to make them up by working 2 extra hours a week for the next few weeks. Katie has actually gained hours by working at City Hall. Denise lost approximately 55 hours and does not want to put in extra hours to make them up.

### The Library's Point of View

1. During the first part of Safer at Home, it was my impression that we were supposed to keep our people at home. That's why I didn't strongly encourage other work opportunities. Everyone knew that work was available though.
2. According to Marla Sepnafska, director of Wisconsin Valley Library Services, the city has fiduciary responsibility for the library's funds because they come from tax dollars. But just because the city manages the library's money, it doesn't mean that they control it. The library board has legal responsibility for establishing compensation for all library personnel. This is explained in state statute 43.58 (<https://docs.legis.wisconsin.gov/statutes/statutes/43/58>) on powers and duties of the library board. For more information, see chapter 7 of Trustee Essentials. (<https://dpi.wi.gov/sites/default/files/imce/pld/pdf/TE07.pdf>)
3. Some other libraries in our system have paid their workers to stay at home, including the Withee Public Library.

### The City's Point of View

1. No other employees were able to be paid for staying home and if library workers are paid for hours not worked it could set a precedent and cause other workers to make similar claims.
2. Library workers are paid out of the city payroll and therefore are subject to the same rules (found in the employee handbook) as all other city employees. Those rules say money cannot be paid out if hours are not worked.
3. The city has offered to give library employees work so they can make up missed hours. They can still make up missed hours if they want to.

Going forward---

The library board needs to decide whether they want to uphold their decision on paying employees for lost hours or rescind it.

Then, Marla Sepnafska suggests that the board look at the City's Employee Handbook. The board could pass a policy stating that the library upholds the handbook as its own personnel policy or perhaps use it as a template to create a new personnel policy. Our library policy book does have some policies regarding employee compensation and benefits but it is very vague.