

**LA CROSSE PUBLIC LIBRARY BOARD OF TRUSTEES**  
Teleconference  
**800 MAIN STREET**  
**LA CROSSE WISCONSIN**  
**May 12, 2020**  
**5:00 p.m.**

**MINUTES**

PRESENT: Sue Anglehart, Katie Bittner, Cat Ellingson, Shelley Hay, Kathy Ivey, Gary Padesky, Araysa Simpson

ABSENT: Jeff Bagniefski, Jodi Ehrenberger

STAFF: Shanneon Grant, Cynthia Arauz, Anita Doering, Lou Kalis, Loretta Kilmer, Alan Mask, Russ McClintock, Elaine Petersen

1. CALL TO ORDER

The Chair, Ms. Anglehart, called the meeting to order at 5:03 p.m.

2. APPROVAL OF MINUTES – March 10, 2020

***Motion to approve the minutes of March 10, 2020.***

***(Kathy Ivey / Katie Bittner) Carried***

3. APPROVAL OF BILLS & FINANCIAL REPORTS – March 2020

Ms. Grant noted expenses from the annual PLA conference.

***Motion to approve the bills and financial reports for March 2020.***

***(Gary Padesky / Kathy Ivey) Carried***

4. APPROVAL OF BILLS & FINANCIAL REPORTS – April 2020

Loretta noted the new line item for COVID-19 expenses. Over \$1,000 has been spent on masks, gloves and sanitizer to date.

***Motion to approve the bills and financial reports for April 2020.***

***(Katie Bittner / Cat Ellingson) Carried***

5. REPORTS

5.1 Director's Report

5.11 Vacancy Report

Travis Tessman was hired to fill the full-time Patron Relations position. He has been monitoring security during closure and assisting with curbside services. The part-time Patron Relations position was posted, but hiring has been put on hold.

Ms. Grant also noted a vacant part-time janitor position.

5.12 COVID-19 Budget Impacts / Service Updates

As provided in updates to the Board, Ms. Grant noted that digital and online services continue. Curbside services began at branches Monday May 11. Circulation has been receiving help from other departments as this service is very labor intensive. She and managers are planning for the next phase, which includes installing plexiglass guards and spacing of computers. She presented an invoice from 1<sup>st</sup> Business Solutions for computer cabling in the amount of \$6,159.20.

***Motion to approve the use of carryover in the amount of \$6,159.20 for data cabling at the Main Library in order to space computers per social distancing guidelines.***

***(Kathy Ivey / Katie Bittner) Carried***

City is examining the budget and may be looking at fairly significant reductions. City Hall will be opening with reduced hours and limited public access. Ms. Anglehart noted the library's unique challenges for bringing the public into the building safely. Ms. Grant and managers have been proactive and planning ahead of opening, working toward the next level of service. City departments have been asked to review their budgets and meet with the budget task force, Ms. Grant will meet with them tomorrow. When the library opens it will look different, with a possible reduction in hours.

Management is looking at options, service hours and locations. Ms. Grant may call for a special board meeting in the next week to discuss budget recommendations and approve reduced hours if necessary.

#### 5.13 North Library Technology Enhancement Project Update

The project is complete, with an increase from six to 12 computer terminals. However, due to social distancing guidelines and spacing of computers, the number of terminals has again been reduced to six.

#### 5.14 Main Library Roof and Chiller Project Updates

Russ provided an update. The roof is over  $\frac{3}{4}$  complete, the weather may delay work for the next couple days.

Russ spoke to the district manager from Johnson Controls, start-up of the chiller project should be this coming week.

The solar panel project will begin the first part of June.

### 5.2 Committee of the Whole Report

#### 5.21 Consideration of Revised Trustee By-Laws

Ms. Anglehart provided a brief overview. Ms. Grant noted two additional changes in red regarding chain of command for COW meetings, as well as minimum quorum requirements.

***Motion to approve the updated Library Board of Trustee By-Laws.***

***(Kathy Ivey / Gary Padesky) Carried***

#### 5.22 Trustee Training Update

WRLS Director Kristen Anderson is scheduled to provide training at the August 3 COW meeting.

### 6. OLD BUSINESS

None.

7. PUBLIC COMMENT / OTHER

Katie Bittner thanked the library and staff for providing curbside services at the branches. Her family is very appreciative!

8. TOPICS FOR FUTURE MEETINGS

None.

9. ADJOURNMENT

**Time: 6:09 p.m.**

***Motion to adjourn.***

***(Gary Padesky / Katie Bittner) Carried***

Respectfully submitted,

Elaine Petersen, Recording Secretary

Araysa Simpson, Secretary