

PRAIRIE-RIVER LIBRARY DISTRICT

Board of Trustees – Meeting Minutes
March 16, 2020

The meeting was called to order at 11:00 AM by board Chair Jan Grueter. Also in attendance were board members Mike Wasko, Patty Kries and Jeanne Wasko, library staff member Lisa Puckett, and board Clerk Michael Priest. Board member Leonard Van Dyke was excused. This meeting was conducted via conference call.

RECOGNITION OF VISITORS – none.

REVIEW

- Agenda – no changes.
- Correspondence – none.

NEW BUSINESS

COVID-19 planning and preparedness – The trustees reviewed recent processes implemented as of March 16 including the cancellation of library programs and outreach, computer use reduced for social distancing, and removal of floor activities. Kindergarten Readiness Kits have additionally been pulled from circulation. Staff have been asked to clean returned items and surfaces often. In the event of a school closure, the board agreed that the closest district branch(es) should switch to a more limited model during hours of operation to assist in narrowing crowds. The branch(es) would still provide essential transactions including materials checkout and return, brief browsing of library collections in order to find materials to checkout, and use of public computers for essential tasks (job applications, filing unemployment documents, etc.). Services will be offered “by appointment” and accessed either by phone call, email, or by knocking on the library entrance. When the library is not in use by patrons, entrances will be locked. While not serving patrons, staff will deep clean, complete project work and plan for future events. It was deemed that usual staffing levels would be maintained for this purpose. Coverage will be sought for staff who fall ill and they will be given the opportunity to fully recover before returning to work. In some instances, limited services may be available at reduced hours if adequate coverage cannot be found. Michael will document the procedure and present it to staff as soon as possible.

NEXT MEETING Tuesday, March 31, 2020, 9:30 AM via conference call

ADJOURNMENT Meeting adjourned at 11:40 AM

Respectfully submitted,
Michael Priest, Clerk of the Board

Approved: March 31, 2020