

Negaunee Public Library Board

10:15 a.m., May 25, 2021

Via Zoom

<http://www.zoom.com>

Meeting ID: 840 7226 1954

Passcode: 164600

Dial by phone

+1 312 626 6799 US (Chicago)

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Passcode: 164600

1. Call to order
2. Secretary's Report
3. Public Comment
4. Financial Report
5. Communications
6. Librarian's Report
7. Unfinished Business
 - a. Election of secretary
 - b.
8. New Business
 - a. Library board training manual
 - b. Phase 3 of reopening: Computer appointments!
 - c. Think about Phase 4?
 - d.
9. Adjourn

Next meeting: June 15, 2021

Officers:

President: Al Sundine

Vice President: Laura Jandron

Secretary:

Negaunee Public Library Board

Minutes of the April 20, 2021, meeting on Zoom.

Members present: L. Jandron, A. Sundine, M. Sylvester, J. Holman, Library Director.

Also present: Eyre Becker

Meeting called to order at 10:15 a.m. by Pres. A. Sundine. Minutes of the meeting of January 19, as written by former board member and secretary J. Beck, were approved.

Public Comment: None.

Financial Report: All bills paid as of May 1, 2021. Financial report provided in board packet. J. Holman provided an explanation of UPRLC expenditures.

Communications: None.

Librarian's Report: Librarian's report provided in board packet. There was discussion of whether the library should continue subscribing to physical magazines, if a digital collection is included with Overdrive.

Unfinished Business:

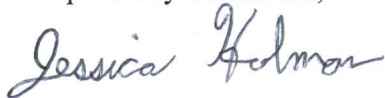
1. J. Holman informed the board of changes in personnel at Superiorland Library Cooperative. Shawn Andary has resigned as director there, and Gordon Tellefsen and Joshua Collins have been hired for I.T.
2. There was discussion of library vendor Baker & Taylor's "Sustainable Shelves Program," as well as the project the library has undertaken to help the local schools in their weeding projects.

New Business:

1. The board moved to table the election of a new secretary.
2. The board decided to keep the current meeting dates and times, though the May meeting will be held on May 25.
3. The upcoming Friends of the Negaunee Public Library's outdoor book sales were discussed. These will be held on May 10 and June 7, weather permitting.

The meeting was adjourned at 10:48 a.m.

Respectfully submitted,



Jessica Holman, library director

Negaunee Public Library

Financial Report

April 20, 2021

All bills were paid through April 1, 2021.

Bills to be paid May 1, 2021:

Baker & Taylor	335.77 (books)
Charter/Spectrum	48.98 (monthly internet)
MicroMarketing	111.79 (audiobooks)
	26.35 (large print)

Negaunee Public Library Board

May 25, 2021

Librarian's Report

The Friends of the Negaunee Public Library held a book sale on Monday, May 10. We did not expect it to snow on the book sale. Still, more than 50 people showed up, and the donation-only sale brought in more than \$300. The next sale is June 7 (June 8 rain date) and will be paired with summer reading sign-up.

On Wednesday, May 19, Gordon Tellefsen and Joshua Collins from Superiorland Library Cooperative installed two new computers, a switch, and a new server at our library. The computers and server that were being replaced dated back to the Gates Foundation grant in 2006. The new devices were purchased with the digital inclusion part of the CARES Act grant. The computers are for public use in the library, and the new switch and server will increase the connectivity of computers in the library and any devices connecting to our Wi-Fi.

Summer reading prizes for all ages are coming in from local businesses. Last Tuesday, I delivered 599 letters to Lakeview Elementary School, to be sent home with every child. This has worked very well in past years to encourage youngsters to participate in the summer reading program.

Non-union full-time department heads now have sick leave that rolls over from year to year, as well as 40 hours of personal time off. This is an excellent development. I will be taking Friday, May 28 off (vacation time) to extend my Memorial Day weekend.

Respectfully submitted,



Jessica Holman, director

Negaunee Public Library

Reopening Plan

The Negaunee Public Library is working on reopening our library for in-person services to meet the needs of our community. Once there are no prohibitions at the state level, such as the executive order closing libraries and museums; approval from the Marquette County Health Department to offer services; approval from the Negaunee city manager; and, ideally, no known, confirmed cases in the City of Negaunee or Negaunee Township; we will work to reopen the library in gradual phases.

We may need to adapt the activities during any of these phases, and we may need to revert to previous phases should health and safety require us to do so. Advancement between phases will be based on guidance from health, administrative, and library organizations. It will also depend on whether our staff feels safe and comfortable in moving forward. We are not setting dates for any phase beginning or end, due to the changing nature of the situation.

Library staff is adopting protocols for workspace and personal cleanliness, to ensure the risk of transmission is as minimal as possible.

We do ask that if you are feeling unwell, to please not visit the library. Give us a call at (906) 475-7700 ext. 18 to renew your items, or visit us online.

Phase 1:

Minimal contact curbside services. This will be for Negaunee Public Library items only; we do not anticipate interlibrary loan services being available right away. You will be able to go online to request books (place holds) or call the library at (906) 475-7700 ext. 18. We can also provide tax forms, bookmarks, and library card registration forms at this time. Library staff will wear masks and single-use gloves to set your items on the cart outside. Upon request we will place your items in your trunk or on an empty passenger seat. Library dropboxes will be available. Materials will be quarantined after return, and unavailable for at least 3 business days.

Phase 2:

Expanded curbside services. In Phase 2, we will offer more transactions, such as faxes, copies, printing, and fine payment. Checks and cash will be accepted. Donations to the Friends of the Negaunee Public Library book sales will be accepted in bags or boxes, provided that the donor feels well. Mask use is encouraged. Library staff will wear masks and single-use gloves for all transactions. Materials will be quarantined after return, and unavailable for at least 3 business days.

Phase 3:

Computer appointments. Computer use will be limited, and computers will be cleaned after each use. Masks will be required, and will be offered on a limited basis. City hall protocol requires a temperature check and person's signature. One person per computer, unless the user needs an assistant or caregiver. No more than three (3) patrons in the computer area at any given time. Minor patrons age 10 and older may use the computer the computer, provided they have a permission waiver on file. Hand sanitizer will be available.

Computer appointments will not be available on Saturdays, though this may change based on staff comfort and patron adherence to protocols. Patrons who do not follow protocols will be asked to comply; if they do not after being reminded twice, or they are belligerent, they will be asked to leave.

Outdoor, socially distanced events may be held with permission of the city manager. Masks will be required.

Library items will continue to be offered via curbside service only. Patrons will not be allowed to browse the collection. All guidelines from Phase 2 will remain in place for curbside services.

Phase 4:

To be determined.