

**Musser Public Library Board of Trustees**  
**Musser Public Library, 408 E 2nd St**  
**September 16<sup>th</sup>, 2020, 4:30 pm**

**Roll Call**

**Present:** Pam Collins; Nancy Dew; Diana Gradert; Jeanett Martinez; Jon Moravec; Bret Olson

**Remote:** Jane Daufeldt; Jarod Johnson

**Absent:** Anthony Loconsole

**Guest:** Greg Benefiel; Robert Fiedler; Mallory Moffitt, secretary

**Call to Order:** Gradert called the meeting to order at 4:30pm

**Approval of Agenda:** Dew moved to approve the agenda; seconded by Olson; Motion passed

**Approval of Minutes:** Under Old Business Friends of the Library, 'to' needs to be changed to 'told' in the first sentence. Olson moved to approve the amended minutes from August 19th; seconded by Moravec; Motion passed.

**Ratify Bills for Payment:** Dew moved to ratify the bills from 08/21/2020 and 09/04/2020 as presented; seconded by Olson; Motion passed.

**Receive Communications:** No report

**Citizens Speak:** No report

**Staff Liaison:** Received payment from Fruitland and Illinois Townships contracts

**Friends' Report:** Xiaowen and Greg are going to the bank next week to sign the paperwork for the Friends.

**Director's Report:**

- Carried over \$45,000 at the end of the last fiscal year, Nancy/City took \$20,000 and the rest has been rolled over to our computer fund. This year we have cut back on materials and activity costs are down due to COVID-19. Budgeted \$4,000 to buy Vox books (books with audio) for the Children's department. Bought books for staff development sessions that are going to be led by John Wojtecki.
- We have a couple leads on Board Members: Scott Comstock with MCSD and will reach out to HNI or MPW for someone involved in LEAN. Tony is moving to the MCSD as their HR representative
- Beginning to work on the annual report and presentation that we have contracted through LS&S
- Cleaning has been done by staff but we want to move the responsibility to the patrons. We will still leave Clorox wipes in high traffic areas. Will look at hand sanitizer dispensers options for the public.

**Old Business:**

1. **Equipment Usage Policy** - We bought nice equipment to use in the building but were reluctant to check out equipment because of past problems. They have not been used much in the building but there have been requests to check them out. With the new policy we would drop fees to check out the small LCD projectors and open up options for the larger equipment including the large projector, screen, stage, and sound system. Large equipment will have a fee of \$25/hr for nonprofit groups and \$50/hr for profit groups; we will send staff members out with the equipment. Fees will go to the City and staff members will be paid through the City. The organization using the stage will be in charge of loading and transport, but a staff member will help with set up/tear down (they will not have to stay with the stage). Will charge for damages. Dew moved to approve the Equipment Rental Policy; seconded by Olson; Motion passed.

2. **Board Attendance Policy** - A drafted board attendance policy to use until one can be added to the by-laws was presented. Johnson expressed concerns about the new attendance policy if meeting time is not changed. After discussing the issue it was decided that solutions/changes to the meeting time would be brought to the next meeting. Moravec moved to approve the Board Attendance Policy as presented and to further take up the issue of meeting time; Daufeldt seconded; 5 for and 1 opposed, Motion passed.

#### **New Business:**

1. **MPW Request to install an Electric Car Charger in the Library Parking Lot** - Paul Burback from MPW contacted Library about installing an Electric Car Charger in the Library's parking lot. There would be no cost to the Library. Parking spots next to the bike racks: will not take away handicap spots and are under video surveillance. There is a meeting in September with MPW shareholders about the project, will come back to board with the contract.
2. **New Option for Shared Catalog, Patron Borrowing Privilege, and Daily Material Delivery** - We've had a shared catalog since the late 1990's as part of RiverShare. There are certain rules and requirements (voted on by RiverShare members) that we have had problems with since using LS&S. RiverShare requires OCLC cataloging (a very high standard), much more than our patrons need. LS&S did not include full OCLC cataloging standards in price; they use MARC records so they have had to get a subscription (OCLC contracts cost over \$9000 a year). We cannot lobby RiverShare to remove these standards but we do not want to pay an additional \$9000/yr. When our contract is up with LS&S they will raise the price to cover OCLC costs. We are looking at an option to drop RiverShare and join InnReach through MOBIUS (no OCLC cataloging standard). RiverShare contracts with MOBIUS for their delivery system. MOBIUS is out of Missouri and includes some of Illinois, Iowa, and Kansas. It is a patron initiated hold system and they use Polaris. It will add to delivery time for borrowed items. LS&S requires member libraries to use Polaris. Bobby is filling out the paperwork to become an individual library within Polaris. Support will be through Polaris or LS&S, no pricing yet. There will be a cost to pull out of RiverShare but we will not need to buy new equipment. Need to give 6 months notice to RiverShare. We will use money in trust or write a grant, probably cannot use the rollover fund.
3. **Extending Library Hours, Meeting Room Usage, and On-Site Programs** - Proposing to open Monday-Thursday 10am-9pm, Friday 10am-6pm, Saturday 10am-2pm, and Sunday 1pm-3pm. State requires libraries to be open 51 hours a week, we were open 67 hours before the pandemic. Children's library will have different hours Monday-Thursday: 10am-7pm. Service desk staff will let people in as requested. Children 14 years or older can be in the library without adult supervision. We will also start reopening all the meeting rooms. New hours and available rooms will start the last Monday in September (28th). Meeting rooms will have set occupancy to lower levels, no more than 50%. We cannot guarantee 6ft distance will be maintained or masks worn at all times in the rooms. Olson moved to extend building hours, open all meeting rooms at 50% over the next month excluding the large meeting room, outline safety/health risks and guidelines (social distancing, masks, etc.) on the online reservation page, and allow children 14 and over in the library without adult supervisions; seconded by Moravec; Motion passed.

#### **Adjourn: 6:19pm**

Next Board meeting October 21<sup>st</sup>, 2020