Emergency meeting of the Guttenberg Library Board was called to order on Monday, March 16th, 2020 at 3pm, by Librarian Katie Beitzel, for precautions on what the library should do closing the library due to the pandemic of the coronavirus to help stop the spreading. President Jim Schlueter called meeting to order. Trustees members attending the meeting present Howard Hubbell, Jan Hansel, Beth Mescher, and Dana Mast. City Manager Denise Schneider.

**Emergency Meeting:**

**Cleaning of the library for necessary precautions:** Library staff have been working really hard with working on a new routine of cleaning of the material. Before items are put in the shelves for other patrons to check them out, they are cleaning and disinfection and letting them dry before reshelving.

**Closing of the Library:** Library staff have enough work to keep busy for at least 2 weeks if not more, if the library closes.

* They will be working on cleaning and disinfecting the materials, organizing and going through old materials, providing online services; such as story time, craft time, list of useful websites for patrons to use while the library is closed.
* If it comes down to being closed more than this. Some staff might have to be forced to use their PTO/ vacation / sick leave while they are off and the library is still closed.
* Delivery of Books? Jim stated if the library can not be open, then the library staff should not be picking up or delivering any books to the care center or the assisted living centers.
* Hubbell made the motion to close the library and cancel all programs held at the library until further notice. Mescher 2nd the motion. Motion carried.

**Letting the public know:** Katie will let the public know by Guttenberg Library website, Facebook page, newspapers (local and TH), City of Guttenberg website, City of Guttenberg Facebook page, local new channels, local cable channel, and hanging notices on the doors.

**Next regular scheduled:** Monday, March 23rd, 2020 @ 7pm.

Respectfully submitted by Dana Mast on 3/16/2020