The regular meeting of the Guttenberg Public Library Board was called to order on Tuesday, May 26, 2020 at 1:00 PM by library board president, Jim Schlueter. Trustee members attending the meeting were Jan Hansel, Beth Mescher, librarian Katie Beitzel, and Dana Mast on zoom. Minutes from the following meetings on February 24th, March 16th and March 25th, 2020 were read and approved with no changes or corrections. Hansel made the motion and Mescher seconded the motion. The motion was carried.

**Old/Unfinished Business:**

**Library Closure**

**Phased Reopening Plan –** Katie has created a five-phase plan. She has done her research by looking at different libraries from the area and further. The board has decided that phase 3 is the best option at this time and Katie and the other librarians think so as well.

***Phase 3***

* *Open the building to the public* 
  + *Limit the number of patrons in the building based on the social distancing spacing*
  + *Mark the floor to show the at least six feet of spacing that is required for a safe practice*
  + *Hours of the library may be limited or adjusted from the normal posted hours of the library*
  + *Offer special hours for those in higher risk populations (10-11:00 AM) close for a time to clean/disinfect and then open from 12-4 PM during the week. Then have another amount of time to clean. Saturdays we may be only open 10-12PM to allow quick pickups only.*
* *Public and staff continue to wear face masks while in the building*
* *Patrons will be asked to use sanitizer or wash their hands before entering the library*
* *Curbside pickups of materials and printouts may continue to limit more people in the building*
* *Drop Box*
  + *Retrieve drop box items at least four times a week*
* *One laptop set up for a quick printing job or filing unemployment papers. No more than 1/2 hour at a time*
* *Bathrooms: 1 bathroom for the public and 1 bathroom for staff*
* *Cleaning*
  + *The library will be cleaned nightly at the end of the shift. Using disinfecting wipes or other materials to clean workstations, doors, bathrooms and other areas that are touched frequently*
  + *Bathrooms will be disinfected nightly. Patron computers will be wiped down after each use*
* *The staff work area will be enclosed to protect staff working in the building-design will be decided by staff and the library board*

Mescher made the motion to go ahead with phase 3 and Mast second the motion. The motions were carried.

* **Staff Safety –** Cleaning: The library will be cleaned nightly at the end of the shift. Using disinfecting wipes or other materials to clean workstations, doors, bathrooms and other areas that are touched frequently. Bathrooms will be disinfected nightly. Patron computers will be wiped down after each use. Public and staff continue to wear face masks while in the building. Patrons will be asked to use sanitizer or wash their hands before entering the library

**Library Set Up- Fire Marshall Guidance -** The staff work area will be enclosed to protect staff working in the building-design will be decided by staff and the library board. No more than 10 patrons in the library at 1 time. This is including staff working or in the building.

**Programming in the future –** All programs cancelled at this time. We will reexamine this as guidelines continue to change at the state and federal levels. All or any programs will be virtual for now.

**Computers –** Our new laptops and one desk have arrived as well as the software. All of them have been set up and are ready for use. One laptop will be put out as a third patron computer option when we reopen.

**New Business**:

**Update from CCLA group –** April meeting was cancelled. Next meeting is set for October. Katie keeps in close contact with the libraries during this time.

**Curbside Update –** Curbside is doing really well. Averaging about 500 items checked out.

**Summer Reading Challenge/ Story Walk –** Sumer reading program starts, Monday, June 1st. There will be no tracking of reading logs. There will be no prizes at the end. We are purchasing books from Scholastic to give each child at the end of the summer reading program. There will be weekly grab and go crafts for two different age groups. Those items will be available for pick up outside the library. Nancy will do a virtual online step by step on putting the craft together as well as an online story time.

**Partnership with Family Resource Center –** Contacted the library to ask if they could provide a book for all of the children signed up for their Grab and Go Camp. The library agreed and set up a system with them for picking up the books. The staff has checked out over 70 books for this program so far.

**Foundation Report**: Programs and meeting have been cancelled. They plan to continue with the annual book sale during the city-wide garage sales in the fall. Patrons can leave books out front under the over the hang and Katie will call Jim and he will come and take care of the books.

**Approve Bills:** Approved by Jim, Beth and Jane

**Next Meeting:** Tuesday, June 23rd, 2020 @ 1pm

**Meeting adjourned:** At 2pm. Mast made the motion to adjourn the meeting and Mescher made the second. Motion was carried.

Respectfully submitted by: Dana Mast on 5/28/2020