

## **Burlington Public Library Board of Trustees Meeting**

May 5, 2020

Meeting minutes

In attendance via telephone: Sarah Ward, Cindy Lint, Maria Magana, Carol Doyle, Janice Burwash, Heidi Yeoman

Approval to hold meeting telephonically: Cindy moved, Heidi seconded, motion passed.

Approval of minutes from the March meeting: Heidi moved, Carol seconded, motion passed (No April meeting was held)

### **Communications:**

- The library has been closed since March 16, and operating digitally since then. There have been many pivots to provide needed services, for example: Online programs for teens, with about 7 attendees, virtual STEAM classes for youth, issuance of digital library cards for the greater Burlington area, providing free wifi (291 people logged on to city wifi during one 24 hour period), and help with applications for unemployment. (Since the system has been prone to crash, a help sheet was developed, noting all needed information for the application. Patrons can fill the info out on their home devices, and cut-and-paste it on the application website.)
- Community memories from this unprecedented time are being collected and archived.
- Staff training of March 6 happened and was well attended.
- Skagit Reads, scheduled for March 13, was canceled.
- Financials: there is a spending and hiring freeze, only pre-obligated costs are being paid. Six staff members are working from home, the balance are patching together vacation, sick time, unemployment, and accessing a leave bank with time donated from non furloughed employees.

### **Unfinished Business:**

- No weeds and discards for this month.
- Approval of bills for March, April, some of January: Carol moved, Cindy seconded, motion passed.

### **New Business:**

- Meetings will be held telephonically until further notice. They are announced in the newspaper and posted on the front door of the library. It was suggested that they also be announced on the library website.
- Due to the resignation of the Parks and Recreation director, Sarah has been asked to take on direction of the the Recreation department for now. This includes oversight of 4 employees, 2 full-time and 2 part-time. (Recreation programs are greatly affected at this time.) Since there is a Parks and Rec board, there are some issues to be worked out regarding board of trustees meetings for Recreation.

- A letter to Governor Inslee from The Public Libraries of Washington State was shared. This informed the Governor of how the libraries are serving the public at this time, how to keep patrons and employees safe during the pandemic, factors influencing reopening strategies, and transmission mitigation strategies for library materials.
- Reopening the library will be a phased affair. Staff will come back to clean and reorganize. (Barriers will be placed between staff and patrons, and between patrons at self-check, and perhaps between computers. Next, will be “Holds Express”, where materials can be checked out electronically, bagged, and left outside the doors for patrons to pick up. (No patron/employee interaction). During the third phase, patrons will be able to pick up their own holds, and use self check-out. All the comfortable furniture will be removed to discourage loitering. And, during the fourth phase, there will be access to computers for patrons.

**Submitted by Cindy Lint**

**Next meeting June 2, 6:00 PM**