

Bemidji Public Library Board Meeting Minutes
June 9, 2020

Present: Deb Graves, Deb Rossman, Stephen Pflieger, Joyce Siegert, Heidi Johnson, Lauree Bahr, Sheri Brumback
Friends of the Bemidji Public Library: Sara McKinney
Absent: Nancy Erickson

The board meeting was held via ZOOM.

I. Approval of May minutes: Motion to accept minutes by Steve Pflieger, second by Lauree Bahr

II. Manager's Report

A. Financial report: Usual purchases of custodial and operating expenses with \$581 to purchase movie licensing, based on library size.

B. Usage statistics: No checkouts in the library but patrons may request books and participate in curbside pickup using the following schedule which started April 15:

Monday: Thursday 10:00-12:00, 4:00-6:00

Friday: 10:00-12:00, 2:00-4:00

Saturday: 10:00-1:00

C. News: A fire safety review of the library was conducted.

No date has been set for the opening of the library but it is certain that it will not open before July 1. Bemidji Public Library has different problems from other libraries.

There are 5 phases of opening for library use:

1. Library closed.

2. Curbside service, 72-hour quarantine on returned materials before opening (where the library is now). Bins were ordered to use for book quarantine so they could be separated by days. They are kept in the meeting room. Masks and gloves are used when handling the materials. Curbside service has been going well.

3. Minimal in-house use with computers in individual carrels only, use only half of the computers, limit time on computers to 30 minutes, curbside continues. Keyboards will need to be cleaned between users. PPE rules require hand sanitizer. The staff is concerned about customers who may not want to comply with new rules. Sheri is looking into software that will limit customers so that they will get a signal that time is running out and the computer will stop. A CARES grant may be used for digital services. It must work with a library card. They may buy the same program as Brainerd because that program works with the current library program. Another safety concern is having someone stationed at the door to monitor time limits and how to get people to leave. Will the city provide this person? There is a need to provide equal library services for all. Calling in for an appointment does not give equal access.

4. Limited browsing in a section with books chosen for that section, all other bookshelves off limits, limited number of people, 50% capacity at 200, maintain safe distance and usage, curbside continues. Sanitation, social distancing, minimum contact with staff, and cleaning lavatories more often will be high priority.

5. Back to normal usage.

Other news: All eight employees are working at half-time except for Sheri and Ara who work 40 hours Monday through Friday. Staff members working half-time are receiving unemployment plus \$600/week.

Renovations have been done during the closure. The information/reference desk has been moved to the end of the circulation desk. Plexiglas sneeze guards will be installed by the city. Patrons will eventually scan their own books and retrieve their own receipts. Shelving has been moved around. Large print and young adult sections have been rearranged to provide room for some furniture. Reference will be in a tutoring room. A mural is to be painted in the children's section through a legacy grant. The children's section has been rearranged. Auto-flush toilets and touchless sinks are needed but will not be provided by the city. The cost is \$3,500-6,000.

D. Upcoming programs and events: No summer reading program for children can be provided in the library so a virtual program has been created to run from June 15-July 31. A Magic Bob videotape will be posted online. The focus will be on reading and getting minutes. There will be some kind of incentives.

III. Old Business

A. Book Sale—Joyce will contact the church to arrange for the sale for July, 2021 and carry over the deposit that has already been paid.

IV. New Business

V. Kitchigami Regional Library Service Report: None.

VI. Friends of the Bemidji Public Library report: Sara McKinney reported that the Red Door is waiting to open. They are concerned about getting enough volunteers since many of the current volunteers are older people.

VII. Adjournment: Motion to adjourn by Stephen Pflieger, seconded by Lauree Bahr.

Next meeting: August 11, 2020 (Primary election day)

Respectfully submitted,
Joyce Siegert, Secretary