

**Blue Earth Community Library
Special Library Board Minutes
November 24, 2020 - 4:00 pm**

Members present: Director Eva Gaydon, Randall Anderson, Wilma Bittinger, Wendy Cole, Chuck Hunt, Cindy Lyon. Absent, Bonita Zimmer

This was a special meeting to discuss and set up new operating policies to combat the spread of Covid-19.

Director E. Gaydon presented a printed copy of the current schedule for library staff as well as options to help with Covid-19 restrictions. After some discussion, a motion was made by C. Lyon and seconded by R. Anderson to limit visits by patrons to not more than one hour in length and not more than two visits in any given day (So, no more than two hours total per day). Also patrons will be required to sign in each time in order to keep track of visits and to help with contact tracking should that become necessary. Motion carried. Library operating hours will not be changed from the current schedule.

Eva will publicize the new requirements in the Register, on-line and via posters on the door.

W. Cole noted that the City Council would appreciate a copy of the board meeting minutes be available for review at their meetings on the 3rd Monday of the month.

C. Hunt reminded board members that our next regular meeting will be Tuesday, January 12, 2021 when landscaping plans for the newly renovated parking lot area will be firmed up. Interim work sessions can be scheduled as needed between regular meetings.

Meeting was adjourned at 5:08.

Respectfully submitted,
Wilma Bittinger, Secretary

**Blue Earth Community Library
Library Board Minutes
November 09, 2020 - 4:30 pm**

Members present: Chuck Hunt, Cindy Lyon, Director Eva Gaydon, City Administrator Mary Kennedy, Wilma Bittinger.
Guest: John Huisman. **Absent:** Bonita Zimmer, Randall Anderson

Minutes: September 14, 2020 minutes and minutes from September 30, 2020 Special Board meeting were reviewed and approved on motion by C. Lyon, second by W. Cole

Bills: Recent bills and expenditures were reviewed and approved on motion from W. Bittinger, second by C. Lyon

Director's Report:

- 1) Yvonne Cory is scheduled to give a presentation on her apron collection tomorrow, November 10 at 4:30
- 2) Bricelyn is having some internet connectivity issues. They will have their firewall replaced.
- 3) The library started new hours on October 12th and all staff returned to work. A Google upgrade on the library's chrome boxes messed up printing in the TDS region. TDS is working with Google to fix the issue.
- 4) CTS of Mankato installed a new wireless access point (Cares Funds) outside on the east side of the building. Bevcomm took care of changing the telephone lines.

5) Library Stats For September:

Circulation:	1554	WIFI Sessions:	570
Ebook Checkouts:	172	In-House computer sessions:	179
Eaudio checkouts:	110	Inter-Library Loans: Borrowed:	16
		Loaned:	24

6) Director meetings:

- Oct. 5th with the City Council
- Oct. 6th, County Library Board Meeting
- Oct. 21, Jim Pollard regarding display case and exhibit
- Oct. 22, Yvonne Cory regarding apron display in November

Director's report accepted on a motion by C. Lyon, second by W. Cole

FOL: Friends of the Library did not hold a meeting this month but stands ready to help with any requests from Eva & will meet in Jan. of 2021 to decide on whether or not it is feasible to hold their annual Valentine's Day tea.

Old Business:

Parking Lot- Eva will prepare a report on price quotes for benches, plants, etc. for newly redesigned parking lot. Board agreed that any benches, tables, etc. should match those placed elsewhere in the city. Board members will check what is available from the Uline company. Advice from Jamie Anderson will be sought on which trees would be appropriate for the area. Randall Anderson has donated some prairie grass seeds and Cindy Lyon will donate some perennials.

New Business:

- 1) Lisa Kittleson has turned in her resignation as children's librarian. Since there are no in-house children's programs being held due to Covid 19 Restrictions, Eva advised the board that no replacement staff needs to be hired at the moment. Brook is willing to do more with any children's programming for the time being.
- 2) New Covid mandates and rules were discussed. John Huisman spoke to the board regarding patrons spending too many hours in the library at one time which may increase the chance of infection of both other patrons and staff. Eva agreed to adjust the library schedule to allow for a couple of hours of closure in the middle of the day. This will give librarians time to eat lunch and re-sanitize the library and also prevent over- exposure to any one patron which can increase the dangers of spreading infection. Eva will work up a detailed schedule and inform the public of the changes.
- 3) At the request of C. Hunt, board members agreed to hold meetings on second Tuesday of alternating months instead of Monday. Consequently, the next meeting is tentatively set for Tuesday, January 12, 2021.
- 4) The need for new board members was discussed. Some members now are out of town for the winter which makes it more difficult to reach a quorum. There was some mention of changing the by-laws to require 5 members instead of 7. It was also noted that the by-laws should be fully reviewed and monthly rather than bi-monthly meetings might be considered. Three names were put up for consideration for additional board members: J. Overdahl, B. Hartman and L. Kittleson. All decisions on these items were tabled until January meeting.

Meeting was adjourned at 5:35.

Respectfully submitted,
Wilma Bittinger, Secretary

**Blue Earth Community Library
Special Library Board Minutes
September 30, 2020 - 4:00 pm**

Members present: Randall Anderson, Wilma Bittinger, Cindy Lyon, Director Eva Gaydon, City Administrator Mary Kennedy, Wendy Cole, Chuck Hunt. Absent, Bonita Zimmer

This was a special meeting to get the Library Board's opinions on library staffing and hours of operation during Covid 19 emergency.

1) Presently the Blue Earth City Council has set the hours that the library is open to the public at 15hrs./week and only Library Director Eva as staff. Eva is also responsible for deliveries of books and needed items to out-lying libraries which she must do when the Blue Earth library is closed since she has no back up staff.

Eva would like to see the library now be open 40 hours a week which is still a reduction from pre-Covid hours of 52.

Eva has contacted staff to see how many of them are interested in coming back. At the time of this meeting she had responses from only 2, both of whom want to come back.

The library is set up for social distancing and based on Covid rules and the square footage of the library, up to 30 people are allowed in the library at one time. That is more than ever happens except at special events, none of which are presently planned.

Eva developed 3 possible options for increasing the hours of operation to present to the City Council for their review.

On a motion by Cindy Lyon, seconded by Wilma Bittinger the Blue Earth Community Library Board voted to recommend the following be presented to the Blue Earth City Council as options:

Option 1:

Library hours 40 hours per week:
Monday, Wednesday, and Friday - 11am to 7pm
Tuesday & Thursday - 1pm to 7pm
Saturday - 11am to 3pm

Option 2:

Library hours 33 hours per week
Monday through Friday - 1pm to 7pm, Saturday - 11am to 2pm

Option 3:

Library hours 30 hours per week
Monday through Friday, 1pm to 7pm

2) The board was also updated on plans for the landscaping of the newly refurbished parking lot and were given large to-scale drawing of the layout to use for planning purposes. Funds might be available from several sources. After some discussion, the issue was tabled until closer to spring planting season.

3) The board is one member short of optimum and suggestions for nominations were requested.

Meeting was adjourned at 5:00.

Respectfully submitted,
Wilma Bittinger, Secretary

Blue Earth Community Library
Library Board Minutes
September 14, 2020 - 4:45 pm

Members present: Carl Ekstedt, Randall Anderson, Wilma Bittinger, Cindy Lyon, Director Eva Gaydon, City Administrator Mary Kennedy, Bonita Zimmer. Absent, Wendy Cole, Chuck Hunt

Minutes: July 13, 2020 minutes were reviewed and approved on motion by C. Lyon, second by C. Ekstedt

Bills: Recent bills and expenditures were reviewed and approved on motion from W. Bittinger, second by C. Eckstedt.

Director's Report:

- 1) Kiester and Bricelyn are open regular hours. Eva delivers library materials every Tuesday. She also makes in-town deliveries 3-4 times a week to homebound residents requesting books. Also WIFI access has been improved for access from the parking lot outside the building.
- 2) Since March, Eva has been weeding library materials and reorganizing the library.
- 3) Kato roofing has completed the first phase of the library roof membrane repair. Second phase is scheduled for 2021. Electric Service came and fixed one of the air conditioning units.
- 4) Eva met with Ben from Bolton & Menk and some of the FOL to discuss placement of the Sprout. Cement pad has now been installed in the parking lot, near the front entrance. Also had some discussions with FOL about landscaping and that is in the planning stages.
- 5) Eva met with both Wendy Cole and Mary Kennedy to discuss 2021 library budget.
- 6) Library Stats:

February-2731	May-1041
March-2432	June-1564
April- 316	July-1586

E-book and E-audio materials demand has increased. Library averaged 194 checkouts per month to Blue Earth patrons in 2020. Monthly WIFI sessions average 337. Comparing all TDS libraries from July 2019 to July 2020 there was a 2535 jump region wide.
- 7) Eva will attend next City Council meeting to discuss increasing library open hours and staffing. It was noted that Covid money has to be used by November 15th.

FOL:

- 1) Due to staffing and Covid concerns, the library will not participate in the wine walk for 2020. Donating some children's books to the Trunk or Treat events for Halloween was discussed. Friends hope to install a third little free library near the Human Services offices in the courthouse once the quarantine rules are relaxed. Their 'Grab n Go' used book sale was very successful, bringing over \$750.

Old Business:

- 1) Parking Lot-second layer of black top is scheduled to be installed tomorrow, September 15, weather permitting, with parking stripes soon after that. Cindy will check with Jamie Holland as to the suitability of the soil for landscape plantings. Friends will help as needed. Capital money in budget for next year to finish upgrade.

New Business:

Carl Eckstedt noted that this will be his last meeting as he is leaving town for a new job. Board members wished him well and thanked him for his service.

Meeting was adjourned at 5:00. Next meeting is tentatively set for Monday, November 9 , 2019 or as needed for parking lot decisions.

Respectfully submitted,
Wilma Bittinger, Secretary

Blue Earth Community Library
Library Board Minutes
July 13, 2020 - 4:45 pm

Members present: Carl Ekstedt, Randall Anderson, Wendy Cole, Wilma Bittinger, Cindy Lyon, Director Eva Gaydon, City Administrator Mary Kennedy. Absent: Bonita Zimmer, Chuck Hunt.
New Blue Earth City Administrator, Mary Kennedy was introduced to board members.

Minutes: March 9, 2019 minutes were reviewed and approved on motion by C. Lyon, second by R. Anderson

Bills: Recent bills and expenditures were reviewed and approved on motion from W. Bittinger, second by C. Lyon.

Director's Report:

- 1) Library was closed beginning March 15, due to Covid-19. Eva spent that time cleaning, sanitizing and culling books. Entrance was opened beginning end of March for no-contact bagged book pick up. Main library is now open from 1 to 4 weekday afternoons. Bagged pickups is still available beginning at 11am weekdays. Drop-off/return was always available. TDS delivery has resumed but MN Link is not yet delivering. TDS has contracted with a new company for deliveries. Shortened library hours are still in affect and no part time staff is working at this time. Situation will be re-assessed by City Council the end of July.
- 2) Some activities including make-and-take kits (now called "take-and make") are still being provided for children.
- 3) Eva plans to make announcements on the radio and through the newspaper and social media that she can provide home delivery of books for the home bound.
- 4) Circulation has increased in eBooks somewhat due to the closing.

FOL:

- 1) The Friends are hoping to take part in the wine walk in Sept. and the used book sales during city-wide Garage sales whenever they happen. They also plan to contribute to the re-design of the library parking lot when the need arises.

Old Business:

- 1) Roof repair is still being planned on. Due to delays, the allotted city funds will be pushed into the 2021 and 2022 budget. Schwickert's Tecta America from Mankato will be doing the work.
- 2) Parking lot re-do is progressing. Eva shared the drawing done by Wes Brown of Bolton and Menk that includes a green space and reverse layout of parking spaces as well as entrance and exits to the parking lot.

New Business:

- 1) Eva will schedule her vacation time based on when the part time staff is called back to work. Staff is in flux at the present time due to pandemic. Whether they all will return is unknown. Mary Kennedy suggested Eva make a written report for the City Council as to what she feels the needs are and how Blue Earth compares to surround towns regarding staffing hours. This will help them decide what they will do in the near future as far as providing Eva with more staff and adjusting the hours the library is open.
- 2) Randall Anderson mentioned that he is working on updating cemetery gravesites through out Faribault County for the Faribault County Historical Society and he will be making the information accessible on line. He would like to see the library include a link to the information on their web site as well once the project is updated.

Meeting was adjourned at 5:15. Next meeting is tentatively set for Monday, September 14, 2019

Respectfully submitted,
Wilma Bittinger, Secretary