

Regular Meeting of the Kilbourn Library Board of Trustees  
Wednesday May 20, 2020

Members Present: Dan Anchor, Glenn Deedon, Dianne Effinger, Jo Ann Luke, Bill Petitt, Cathy Borck, Library Director. Present by Zoom, Kerri Ryan  
Absent: Sara Ketterer

I. Call to Order

A. Proper notice having been given pursuant to Sect. 19.84 of Wis. Statutes and therefore being in compliance with the Open Meeting Law, the meeting was called to order by President Bill at 4:40 p.m.

II. The Library Director's report was presented and is included as an attachment to the minutes. Approved on a motion by Glenn, second Bill. Motion carried

A. The June book sale has been cancelled due to the Corona Virus.

B. The library has been doing curbside check outs, practicing social distancing and staff wearing masks.

III. Motion by Dan, second Bill to approve the March minutes. Motion carried

IV. Financial report was approved on a motion by Dan, second Dianne. Motion carried

V. Committee Reports

A. No Columbia County Report at this time

B. Sauk County Report by Cathy

1. Discussion on Pandemic procedures

2. Cathy is on the Budget Committee. Amount of funding is questionable at this time.

VI. Motion to table the election of officers until next month made by Bill, second Jo Ann motion carried.

VII. New Business

A. Discussion on opening the library

1. Recommending a soft opening beginning May 26, and will watch the numbers of people entering.

2. The staff will make decisions as to what is comfortable and safe.

3. Patrons will be kept 6 feet apart coming in, and only one person at a time at the desk.

4. Staff will wear masks and encourage patrons to do the same. Possibility of having extra masks available.

5. Motion to approve Cathy's plan to open the library made by Glenn, second Dianne. Motion carried.

B. Motion to allow SCLS to bill adjacent counties for library use made by Glenn, second Dan. Motion carried.

VIII. Items for referral for next meeting

A. Election of officers

B. Columbia County Report

IX. Next meeting is June 3, 2020 at 4:30 p.m.

X. Motion to adjourn by Dan, second Glenn. Motion carried.

Respectfully submitted, Jo Ann Luke

**May 20, 2020**

Director's Report

**Friends of the Library**

No report at this time. June book sale has been canceled. The Friends are hoping to meet in June.

**Library statistics**

**March – through March 18**

Door Count – 4229

Last year – 7569      Last month – 6711

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Computer users – 348

Last year – 618      Last month – 579

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Wireless users – 538 users / N/A sessions

Last year – 588 / 4739      Last month – 640 users

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Circulation – 3803

Last year – 7028      Last month – 6304

April Circulation - 589

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Bookmobile Circulation – 257

Last year – 438      Last month – 556

**March Events**

Saturday programs

3/7 – Chicken Program with Brian Landers - 19

Book club read *The Gown: A Novel of the Royal Wedding* by Jennifer Robson. 21 people attended the 2 sessions.

Monday – Frank Fischer Events

3/2 Sequence & Yahtzee - 12

3/9 Sand Art craft & Hearts card game - 12

**Programming & Bookmobile cancelled beginning March 12.**

**Closed to the public with limited services in the lobby**

**March 18.**

**Closed completely Friday, March 20.**

**Staff worked Monday & Tuesday, March 23-24.**

**Staff working remotely March 25 – April 4.**

**Rotating weeks April 6 – May 4, 2020**

**Full staff starting May 4**

**Began curbside pickup and return of items on April 24.**

**Added WiFi hotspot outside to increase capabilities**