COW MEETING NOTES

Monday, May 4, 2020

Teleconference

Jeff Bagniefski, Araysa Simpson absent.

Shanneon Grant, Anita Doering, Lou Kalis, Loretta Kilmer, Alan Mask, Russ McClintock, Barry McKnight, Elaine Petersen, and Phil Ostrem (City Council) were also present.

- Shanneon mentioned the attachments regarding teleconference meeting protocols, and noted the 800-number posted on the agenda for those without internet access. She thanked Lou and Danny for their IT help in setting up the teleconference.
- Shanneon has been emailing the Board updates with photos, noting how the library is adapting to new/changing mandates as they arise. Digital services continue, as well as phone chat services. A large number of people continue to utilize the outside Wi-Fi (600 initially, now over 1,615 unique logins/new devices). Curbside services have expanded with Governor Evers new order. Patrons are excited and have been mostly patient. It's been very labor intensive –per the mandate pick-ups must be scheduled, and social distancing must be adhered to. Staff have been fabulous! She noted that three days prior to closing over 14,000 items were checked out! Next steps are limited options at North and South, it may take longer due to moving items between locations. Shanneon and management have been looking ahead and planning how to adjust when the library opens, looking at other libraries for ideas. Managers have been great! She talks with WRLS directors weekly, as well as other resource libraries in Wisconsin. Plexi glass sneeze guards have been installed. Computers will need to be spread out, there will be more job seekers due to unemployment. There was some push back when social distancing was enforced prior to close. The board may see a request to utilizes carryover funds for these COVID-19 related expenses. Sue noted the board's appreciation for managers and staff – closing the library while communicating effectively, hosting two successful elections which were held safely – continuing to problem solve and being proactive while planning a safe reopening. Shanneon thanked Sue for her calm leadership and council, sharing her professional scientific knowledge (Sue teaches a university course on pandemics). Shanneon also expressed her appreciation to the Board for their support – thank you!
- Anita provided an overview of the Bylaw committee's process and their top three goals: 1) define COW structure, 2) clarify chain of command for officers, 3) duties of the board. After board review, the updated bylaws will then be reviewed by the WRLS System Director and DPI. The committee researched other resource libraries for comparison. Anita noted the WRLS piece that was removed, as most other libraries don't have that verbiage. Jodi asked if there would be any issues with removing the verbiage, Shanneon doesn't anticipate any. Anita reminded the Board that bylaws shouldn't account for every situation, they should be a guiding light – principles, beliefs, duties. COW structure was also discussed, noting that the Vice President would preside. Kathy said as VP she wouldn't mind sharing the duties and presiding over COW.

Having a line of succession in place if the President or Vice President couldn't preside was suggested. The updated bylaws state that the President is able to cast a vote. Those present via tele- or video-conference, or other online meeting software can also vote as long they are able to participate in the discussion. Anita also noted the officer vacancy issue was addressed in Article II item E. Because COW is an advisory committee, there does not need to be a motion to recommend the updated bylaws to the board for next week's meeting.

- System Director, Kristen Anderson, prefers to meet in person to make a personal connection and would like to postpone trustee training until later this summer or fall. The platform would depend on timing. Gary suggested scheduling Kristen for the August COW meeting so the training is on the calendar. The training could be moved to September or October if necessary. Shanneon will speak with Kristen about scheduling.