

**Black Creek Village Library Board of Trustees**  
**507 S. Maple St**  
**Black Creek, WI 54106**  
**(920) 984-3094**

Meeting Notes: Tuesday, July 7, 2020, 6:00 PM (VIA GO TO MEETING)  
Trustees: Sandra Heiden, Brandi Schomisch, Susan Anschutz, Stacy DeVoe  
Library Director: Eva Kozerski  
Missing: Jenni Court

**Reports**

- Welcome and attendance
- Approval of minutes from June Minutes
  - Stacy D. made a motion to approve the minutes
  - Brandi S. seconded the motion; motion carried
- Approval of bills and payroll for June
  - Brandi S. made a motion to approve the report as presented
  - Stacy D. seconded the motion; motion carried
- Correspondence - none
- Friends of the Black Creek Village Library Liaison report (No report)
- Director's Report (see below)
  - Public Library Association and Google Libraries Lead with Digital Skills grant
  - CARES grant from OWLS too!

**New Business:**

- Consider for purchase MP C3002 Color Laser Multifunctional Printer/Coper/Fax machine for \$2,000.00
  - Don't know the specific background of how it has run
  - Comes with no toner or maintenance
  - Current machine's lease is up at the end of 2020...\$220 per month (was a five year lease...\$13,200)
  - Eva will do further investigating on all our options with Modern Business Machines and other like businesses in the area
- Vote to move to Phase IV of reopening plan or remain at Phase III of the Phased Reopening Plan and Procedures
  - Upon Eva's recommendation, the library will remain at Phase III with the additional hour per day of open time...9:00 AM – 7:00 PM M-Th and 9:00 AM – 5:00 PM on Friday

**Old Business**

- none

All board business on the agenda was completed, so the meeting concluded at 6:40 PM

**Next meetings:**

- Tuesday, August 4, 2020, 6:00 PM. Via Go-To Meeting
- Finance Committee will go over bills prior to meeting

Submitted by Sandra Heiden

## June 2020 Director's Report

1. AAC will meet virtually Friday, July 17th
  - a. APL is in their first phase of reopening as of July 1st, September's meeting will most likely be in person
  - b. OWLS library directors continue to meet weekly through Go To Meeting.
  
2. Grants:
  - a. I was informed last week that we have been accepted for a Public Library Association and Google Libraries Lead with Digital Skills grant!
    - i. Support for virtual library programming to continue supporting job seekers and small businesses in our community.
  - b. OWLS is submitting a CARES Grant application on behalf of member libraries
    - i. It is intended to help libraries respond to COVID-19 with increased digital access and inclusion
    - ii. If awarded, we can be eligible for \$1081.66, which could help cover the costs of an additional indoor or outdoor wireless access point.
  
3. Delivery/Holds Update:
  - a. The "Request It" button has been turned back on in the catalog, patrons can now start requesting items from other libraries
  - b. A temporary limit of 10 holds at one time per patron
  - c. Delivery is currently 3 days a week
  
4. CarlX training:
  - a. Designated trainers (there is one from each library) have had three training sessions so far, with three more scheduled
  - b. Lori is also sitting in on as many as possible and will be doing the serials-specific training
  - c. Migration date is still Saturday, August 15th
  
5. Continuing Education:
  - a. Compassionate Accountability: Dealing with Problem Behaviors in the Library on June 11.
  
6. Summer Reading Update:
  - a. Beanstack: 23 signups
  - b. Paper: 51 signups
  - c. Grab and Go kits: 155
  - d. Facebook Live event: Dinosaurs and Dragons at 10:30am on Tuesday, July 14th.