1. CALL TO ORDER – 4:00 pm

2. FLAG SALUTE – dispensed due to meeting by Zoom

3. ROLL CALL – Roshni Roy excused. Present Bridget Sorensen, Carol Lofgren, David Hatcher, Stephanie Farris, Robin Doughty, James Fage representing City Council

4. AGENDA APPROVAL – David Hatcher motioned to approve; Carol Lofgren seconded. Motion approved.

5. MINUTES APPROVAL for Wednesday, May 20th, 2020 – Minutes weren’t complete; we reviewed Robin’s notes and Stephanie will forward details. The board will vote to approve May’s minutes at the next meeting in July.

6. PUBLIC COMMENTS
None

7. REPORTS
7a. Library Director’s Report (includes statistics)
- NP library gets credit for all EBooks and audiobooks checked out to registered NP Library cards.
- Robin zeroed out the door count in the stats for staff walking around the library during this closed COVID period; she’ll back out the numbers in the larger count later.
- The staff is on 5-hour shifts for curbside pickup times (4 hours of pickup, plus ½ hour on each side for prep and clean up). She’s keeping only 1-3 staff working together at any given time to minimize the number of people who need to quarantine in case of COVID exposure. She is being very careful with staff to minimize the library’s exposure. The library has a few high-risk staff members who are only working remotely at this time.
- Returned books are being quarantined in place: the bookdrop is closed for 72 hours after returns are added to it, and the return bins by curbside pickup are wheeled in and quarantined for 72 hours before being cleared.
- Robin is not sure when patrons will be allowed back in the library due to recent spikes in COVID cases in our area. The library needs 35 square feet per person, including staff, to maintain social distancing, which is challenging in our small building.
- When we do open, patrons won’t be allowed to sit in the library, as we’ll only be able to allow a limited number of patrons in at once.
Patrons are grateful for curbside pickup. The high percentage of people who voted for the passage of the library levy shows the county’s support for the library.

Volunteers are assembling the summer reading bags, saving the library the cost of staff assembling them.

Miss Em is adding another online class with STEM for middle-grade students to go along with summer reading. All of the students who took her Level 1 class came away able to read!

Carol will be delivering books in Spanish next week to people in the nearby migrant camp.

The library’s main focus this summer is giving out things, since not everyone can access the internet and the library wants access to be equitable. However, there are still activities online, such as culinary and herb classes.

The library is not tracking online participation this summer — we have no sign-ups for online activities — but is tracking giveaways instead. Through these giveaways we are probably reaching people we’ve never reached before. The COVID closure situation is giving us opportunities to learn new strategies and opportunities.

James Fage asked if we could have something similar to the Book Mobile he knew growing up. Robin replied that this is Carol’s dream. The Transfers Out budget line item is for a city vehicle, which we might be able to use as an outreach. We have VPN for remote checkout, so we have the technical ability. So this is a possibility.

7b. Library Finance Report (for month 12 of the cycle)

- Board members didn’t get the Finance Report ahead of time, as Eric was finishing the numbers, but Robin will email it after the meeting. Robin shared it on-screen during the meeting.
- The library has a surplus in salary due to not having a director for part of summer 2019.
- The library also has surplus programming funds, and the Friends are contributing more programming funds for summer reading.
- Computer replacement was more than budgeted for as we purchased several laptops for staff remote use during the COVID closure, but because of the surplus in the salary line item this won’t hurt the bottom line. The laptops are a good investment as they will be used for years to come.
- The library still ends the year with a surplus.

8. OLD BUSINESS

8a. Continue discussion of rollout of library services
Included in Director’s Report, above.

We were the first library in the state to do online storytime and one of the first to do curbside pickup. It helps that we are small and nimble, and we have very capable staff.

8b. Update on Summer Reading 2020
Included in Director’s Report, above.

9. NEW BUSINESS

9a. State Reopening Guidance (attached)
This addresses the unique position libraries are in during this time. The NP library is in line with this guidance.

**9b. FY 20-21 Staffing Plan**
The library is not fully funded for FY 20-21 without finding additional revenue. The plan is to have 4.7 FTE next year, but due to budget we may not be able to afford it. Robin may need to reduce anchor shift staff hours and technical service staff hours. Starting the fiscal year with fewer overall public service hours due to COVID will help bridge the gap but is unlikely to completely cover the budget shortfall. The COLA increase for city staff is frozen and will be reevaluated in January. In addition, staff with work anniversaries in the first half of the fiscal year will get their merit increase in January to save money. While a prudent move by the city, it is a tough message to convey to staff due to its perceived inequity. This is citywide, not just for library employees, and is due to the anticipated general fund revenue decrease resulting from a potential recession. The merit increase freeze affects three library staff members.

**10. TOPICS FOR FUTURE DISCUSSION**

**11. ANNOUNCEMENTS AND INFORMATION**

11a. Patron Feedback
- The library is keeping a spreadsheet with patron feedback quotes – not numbers but comments.

**12. APPROVAL OF FUTURE MEETING DATES**

Library Board Meetings are temporarily being held via Zoom link due to the COVID-19 pandemic. The public may join from the venue of their choice via Zoom link which is also posted on the City website. Next meeting will be on July 15, 2020.

**13. ADJOURNMENT** - 4:54 pm