

## **Library Board Meeting Minutes April 13, 2020**

*The board did not meet virtually or otherwise due to the COVID-19 pandemic, but members were sent the following Director's Update as well as minutes from the March 9, 2020 Library Board meeting and bills to approve via email.*

*The March 9 minutes were amended for a slight change in wording regarding the 2019 annual report (i.e., slightly fewer programs), and all members approved the bills and minutes.*

*Kathy Halgren  
Library Director*

### **Director's Update April 13, 2020**

#### **COVID-19 Pandemic**

At 6 pm on March 13, 2020, South St. Paul Public Library was the first public library in the metro area to close to the public to deter the spread of COVID-19 (coronavirus). Central Square and Doug Woog Arena also closed since all three sites are areas where a large number of people gather and seniors, who are highly susceptible to the virus, often utilize these sites.

South St. Paul Public Library transferred all its current holds, or reserved material, to West St. Paul so that patrons would have the choice to pick up their items there. On March 18, Dakota County Libraries (DCL) also closed to the public. All programs, events, and meeting room reservations were cancelled through May 31.

Governor Walz issued a Stay-at-Home order at midnight March 27 through Friday, April 10. During this time, Kathy Halgren, Library Director, was considered an essential employee and was expected to staff the library from Monday-Friday, 9 am to 5 pm, answering the phone, checking patron accounts, providing reference service, checking in materials, etc. All other staff, with the exception of the shelvers, were expected to work from home. Both shelvers opted to stay home without pay.

During the two previous weeks that we were closed, staff were prepping for the eventual shutdown so that once it occurred we'd be ready with equipment and files; a plethora of ideas, projects, and professional development items to work on from home; and spreadsheets for recording phone calls, activities and hours logged while working from home, documentation of activities unique to this COVID-19 period for federal reimbursement, etc.

The following is a rundown of our virtual programming that we've developed for our patrons:

**Storytime with Miss Amy** - Tuesdays at 10:30 am - Facebook Live - [www.facebook.com/SSPLibrary](https://www.facebook.com/SSPLibrary)

**Book Snacks** - Thursdays at Noon - YouTube  
- <https://www.youtube.com/channel/UCuffeTFXXP8oPWSQ4Y2s5gQ>

**COVID-19 Coping for Youth** page, which features many activities and links for children and their caregivers, on our library website at [www.ssplibrary.org/728](http://www.ssplibrary.org/728)

**Adult Book Club** - meeting virtually via Zoom through library closure - second Thursday of the month at 7 pm - contact Honora at [hrodriguez@sppmn.org](mailto:hrodriguez@sppmn.org) to join

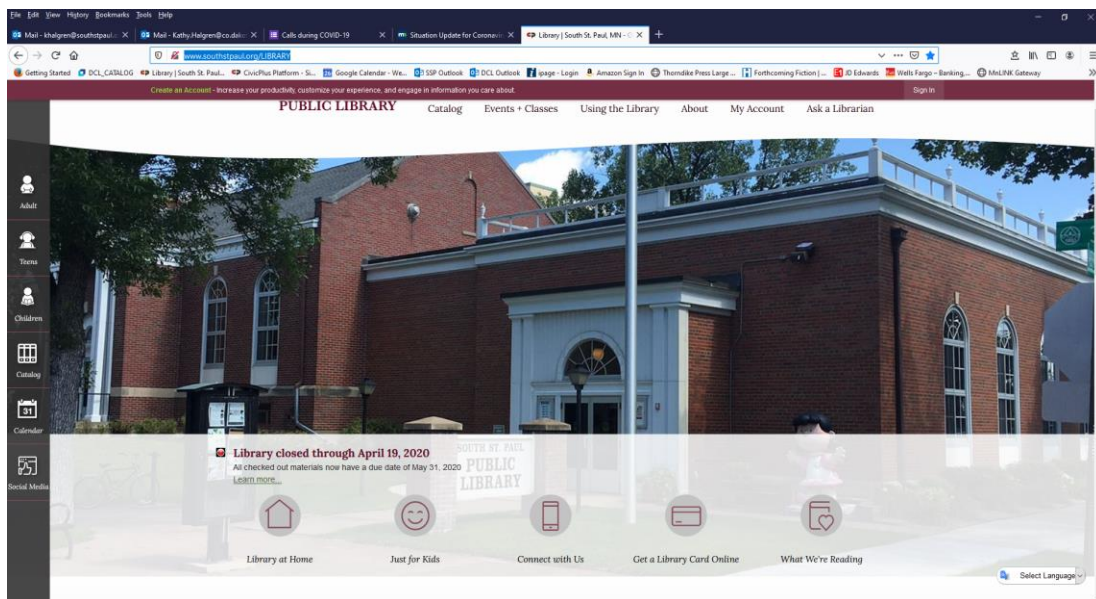
**Cookbook Club** - meeting virtually via Zoom on April 17 at 7 pm to talk about a dish created from Chrissy Tiegen's *Cravings* (<https://cravingsbychrissyteigen.com/cravings/>). Interested cooks can respond to the library's Facebook event: <https://www.facebook.com/events/665829520907274/>

**Stories by Phone** - Schedule a phone call to hear a short story read by a librarian for up to 30 minutes. Languages: English, Spanish, French, Hmong. Call 651-554-3243 for an appointment.

**Tech Tutoring** - Call 651-554-3243 or email Honora at [hrodriguez@sppmn.org](mailto:hrodriguez@sppmn.org) to schedule an appointment for tech tutoring by phone.

**What We're Reading** - New website page with titles that staff are currently reading with links to the catalog or online resources at <http://www.southstpaul.org/745/What-Were-Reading>

We've also modified our library website for the duration of the COVID-19 pandemic with updated closure information as well as new buttons that pertain to our current situation: Library at Home (virtual programming and digital materials), Just for Kids (special COVID-19: Coping for Youth page), Connect with Us (social media and Ask a Librarian), Get a Library Card Online, and What We're Reading (staff picks with links to the catalog or online versions).



On April 1, DCL decided to offer curbside pickup of materials via appointment at their branches. South St. Paul Public Library opted to send our patrons' materials to Wentworth Library due to a variety of factors: the Stay-at-Home order, only one person onsite, and the senior high rise right next door where residents' safety is a concern for staff as well as the City Council and City employees. On April 6, automated phone calls and email notifications were sent out to our patrons regarding the new site for picking up their holds. Any holds not picked up will remain at Wentworth through June 1.

On April 9, all holds that were suspended while the libraries were closed were suddenly released for libraries to fill since curbside pickup had begun. Halgren filled 209 holds on this date from a list of 469! Holds that were not filled will repopulate on future lists until they are all tracked down and processed for pickup at other libraries.

All materials that are currently checked out to patrons have a due date of May 31, 2020. All returned materials through the book drop are quarantined for three days before being checked in. Staff wear gloves when handling library materials.

On April 8, Governor Walz decided to extend his Stay-at-Home order through May 4. City managers held a virtual meeting on April 10 to discuss how things were going with staff working from home, and it is anticipated that we will continue to keep staff working from home until the order is lifted. Halgren, however, did ask Shelly Anderson, the head of HR, to allow for a shelver to periodically come in and help with shelving and the holds list, and this was granted.

### **Proposal to Dakota County**

With the COVID-19 pandemic emerging in Minnesota following last month's board meeting, there's been no real news regarding our proposal to Dakota County. Joel Hanson, City Administrator, officially sent over the proposal to Matt Smith, County Manager, on March 20.

### **May Library Board Elections**

Typically, the Library Board elects new officers at our May meeting. This year, we'll play it by ear as to if we'll have a virtual meeting, push elections out to another month, etc., but do think about these important roles on our board and if you would like to fill a position or nominate one of your peers.

# Programming Statistics

March 2020 and partial April 2020

Dates	# Programs	Program Name	Program Audience	Attendance
<b>MARCH</b>				
4-Mar	1	Healthy Cooking for Everyone	Adult	6
9-Mar	1	Rock, Rattle, and Rhyme Storytime	Children	3
9-Mar	1	Bob Ross Paint-along	Adult	13
10-Mar	1	Storytime for 2s-6s	Children	21
11-Mar	1	Clay Cupcakes w/Abrakadoodle	Children	15
12-Mar	1	Teen Summer Job Application Workshop w/CareerForce	Teen	0
12-Mar	1	Evening Book Discussion	Adult	9
13-Mar		<b>LIBRARY CLOSES; VIRTUAL PLANNING BEGINS</b>		
31-Mar	1	Virtual Storytime	Children	26
		26 peak number of viewers during livestream with 132 1-minute views between 3-31-20 and 5-5-20		
<b>total</b>	<b>8</b>			<b>93</b>
<b>APRIL</b>				
2-Apr	1	Book Snacks: 13-Story Treehouse	Children	
2-Apr	1	Book Snacks: Dragons in a Bag	Children	
7-Apr	1	Virtual Storytime	Children	28
9-Apr	1	Book Snacks: Friend or Fiction	Children	
9-Apr	1	Book Snacks: Front Desk	Children	
9-Apr	1	Evening Book Discussion	Adult	8