



# Kenyon Public Library

709 2<sup>nd</sup> Street, Kenyon, MN 55946  
(507) 789-6821 [kenyon.lib.mn.us](http://kenyon.lib.mn.us)

Minutes from the Kenyon Public Library Board Meeting of March 17, 2020

Due to the Covid-19 pandemic, this meeting of the library board was held remotely through email over the course of several days.

Board Members Present: President Ann Traxler, Vice President Pat Senjem, Secretary Kevin Anderson, Heidi Haugen and Librarian Michelle Otte

**SELCO EXEC. BOARD MEMBER REPORT:** No report.

**COMMENTS FROM THE PUBLIC:** None.

## **LIBRARIAN'S REPORT:**

- Board member Don Trombley verbally resigned from the library board on March 4, 2020 due to personal reasons. Librarian Otte will work on filling this vacancy.

## **OLD BUSINESS:**

None

## **NEW BUSINESS:**

- Covid-19 and Library Operations: Director Otte made the following recommendation on March 17 for library operations and was approved unanimously:
  - Kenyon Public Library will be open Tuesday, March 17 from 10 am to 6:30 pm & Wednesday, March 18 from 10 am to 4:30 pm.
  - The library will be closed to the public starting Thursday, March 19. Kenyon Public Library will tentatively reopen to the public on Monday, March 30.
  - Curbside service will be offered Monday through Friday from 10 am to 4:30 pm while the library is closed. This means patrons can still place requests using the online catalog. Once patrons receive a notification that their materials are ready to be picked up, they may drive to the library and then call the library at 507-789-6821 when they are in front of the library and library staff will deliver materials out to their vehicle.
  - All item due dates from March 9, 2020 to March 29, 2020 are currently being renewed to March 30, 2020. This is the earliest the library will reopen. If the library needs to be closed longer, the library will automatically renew these items.
  - Kenyon Public Library is still receiving delivery daily from other SELCO libraries so patrons can still request materials from other SELCO libraries. However, Minitex has suspended lending effective March 17, 2020 so we cannot request materials from outside of the SELCO region.



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- All items being returned to the Kenyon Public Library are being cleaned with germicidal disinfectant wipes for the safety of our patrons and library staff.
- Update to Covid-19 and Library Operations: On March 27, Director Otte recommended the following changes to library operations and was approved unanimously:
  - Due to Minnesota Emergency Executive Order 20-20, Directing Minnesotans to Stay Home the library will cease all operations effective Saturday March 28, 2020 until Monday April 13, 2020. During the closure period all full time library staff will work from home.
- Minnesota Public Library Annual Report (MNPLAR):
  - The MNPLAR was completed by Director Otte and emailed to the library board for review. The board was given approximately one week to review the annual report. The board approved the report via email and the report was submitted to the Minnesota Department of Education on March 26, 2020.

**BOARD COMMENTS:** None.

**ADJOURNMENT:**

**DATES TO REMEMBER:**

**NEXT MEETING:** The April library board meeting will also be held via email over the course of the month as needed due to Covid-19.

Respectfully submitted,

Michelle Otte, Kenyon Public Library Director (Acting Secretary)  
Kevin Anderson, Secretary