

MINUTES FOR THE MEETING OF THE BARABOO PUBLIC LIBRARY BOARD OF TRUSTEES

Date and Time: Monday, April 20, 2020 - 3:30pm

Location: Room 214, City Municipal Building, 101 South Blvd. Baraboo, WI 53913
(and remotely)
Conference Call Number: 1-414-662-3639
Conference Code Number: 956 128 99#

Members Present: J. Ellington, A. Kujawa, B. Persche, P. Roland , B. Stelling (arrived 3:38pm), P. Zolper

Others Present: Carey Kipp, Jessica Bergin

I. Call to order (3:33pm John Ellington)

- A. Note compliance with Open Meeting Law--John Ellington
- B. Roll call: J. Ellington (present), F. Hartmann (excused), A. Kujawa (present), B. Persche (present), P. Roland (present), L. Steffes (not present), B. Stelling (arrived 3:38pm) , M. Yates-Wickus (not present), P. Zolper (arrived 3:45pm)
- C. Approval of the Agenda- *Note: The format of this agenda and the order of business is modified from the regular Library Board agenda format and order of business because this Special Board Meeting is being held solely to test the software (Microsoft Teams) that will allow remote participation at future Board meetings. There will be no government business addressed during this Special Board meeting other than the testing of the software. The next regular meeting of the Baraboo Public Library Board will be April 21, 2020, at 5:30p.m.*
Motion to approve the agenda: A. Kujawa Second: B. Pershe Roll call vote: A. Kujawa (aye), B. Persche (aye), P. Roland (aye), John Ellington (aye)

II. Public Hearings/Appearances

III. Action items

- A. SOFTWARE TEST
The Library Director will go over the City's Guidelines for Remote Participation, attached to this Agenda, and will then test the functionality of the Microsoft Teams software with all participating Board members and members of the public who wish to participate.

The Library Director is designated by President John Ellington to moderate remote participants.

The Library Director will ask each participating Board Member to:

- (a) State their name,
- (b) Practice muting and unmuting their microphone, and
- (c) Whether they have any questions about the functions of the software.

Each person was asked to do so and each person listed below was successful: J. Ellington, A. Kujawa, B. Persche, P. Roland, B. Stelling, M. Yates-Wickus, P. Zolper

The Library Director will ask each participating member of the public to state his/her name and address.

Carey Kipp was successful.

The Library Director, Board President, or other officials may perform additional testing of the software.

IV. Adjourn (3:52pm)

Motion to adjourn made by P. Roland. Second: B. Persche. Roll call vote: B. Stelling (aye), P. Zolper (aye), J. Ellington (aye), A. Kujawa (aye), B. Persche (aye), P. Roland (aye).