



State of Wisconsin
Department of Transportation

All-Terrain Vehicles and Utility Terrain Vehicles

State ROW permits

Highway maintenance

State ROW permits

ATVs/UTVs

Utility permits

Utility accommodation
policy

Utility coordination

STH connection permits

Work on highway ROW
permits

Utility permits on
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property

STH detour permits

Environmental
coordination

[Route definition](#) | [Routes on state highways](#) | [Trails](#) | [Route and trail crossings](#) | [Registration](#) | [Ordinances](#)
[Sign permitting](#) | [Special signing](#) | [Signing FAQs](#) | [Safety](#)

Introduction

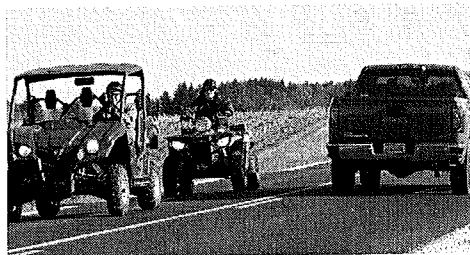


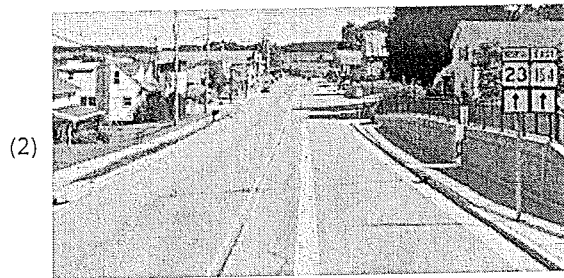
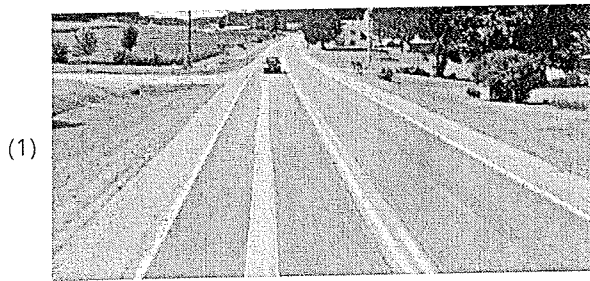
Photo courtesy of the Wisconsin ATV Association

Wis. Stat. s. 23.33 allows all-terrain vehicles (ATVs) and utility terrain vehicles (UTVs) to operate on a state highway in certain cases, which are detailed in sections A - C below. An ATV ordinance must be enacted by a municipality and/or county before operation may occur. For the remainder of this webpage, ATVs and UTVs will be labeled collectively as

ATVs. Since ATVs are not allowed to operate on interstate highways, none of the information on this webpage applies to interstates.

ATV routes — definition

ATV routes by statute are on the roadway portion of a highway and not the shoulder or other parts of the right-of-way (ROW). A roadway is defined in Wis. Stat. [s. 340.01\(54\)](#) as the, "portion of a highway between the regularly established curb lines or that portion which is improved, designed or ordinarily used for vehicular travel, excluding the berm or shoulder." On a 2-lane rural highway, the "roadway" is the area between the fog lines (white lines) as shown in picture (1). In an urban area, it is the area between the curbs in picture (2).



► It is important to understand that a roadway is not an ATV route until there is a signed ordinance and the roadway is signed/posted according to law.

ATV routes on state highways

The following information is divided into three sections based on current Wisconsin statutes.

A - ATV route designation on state highways

A town, village, city or county may enact an ordinance under Wis. Stat. [s. 23.33\(8\)\(b\)1.](#) to designate a highway not under its jurisdiction as an ATV route. In this case, ATV operation on a state highway or connecting highway is allowed only if WisDOT approves the route. WisDOT's approval consists of an ATV route order that is issued for the designated segment of state or connecting highway. WisDOT will review an ATV ordinance to verify that the termini of the designated route is what WisDOT and the municipality or county agreed upon prior to issuing the route order.

B - ATV operation on state highways with speed limits of 35 mph or less within municipal boundaries

A town, village or city may enact an ordinance under Wis. Stat. [s. 23.33\(11\)\(am\)4.](#) to authorize the operation of ATVs on a highway that has a speed limit of 35 mph or less and is located within the territorial boundaries of the town, village or city regardless of who has jurisdiction over the highway. In this case, ATV operation on a state highway is not subject to WisDOT approval. WisDOT will review an ATV ordinance to verify that the statute language "authorize the operation" has been correctly used instead of "designated."

Much of the state highway system operates with speed limits above 35 mph, and these higher speed highways remain off-limits to ATV use without approval from WisDOT. Speed limits on any highway are set after careful consideration to enhance safety and facilitate traffic flow for the traveling public and are typically not based on a specific type of vehicle. Anyone interested in how speed limits are established is encouraged to view WisDOT's [pamphlet](#) on the topic.

C - ATV operation over state highway bridges 1,000' in length or less

Under Wis. Stat. [ss. 23.33\(4\)\(d\)3.b.](#) and [11\(am\)3.](#), ATVs may be authorized to operate on the roadway or shoulder of a highway to cross a bridge 1,000 feet or less in length that is located within the territorial boundaries of a county, city, village or town, regardless of who has jurisdiction over the highway, and only if a county and a city, village or town **both** enact ordinances that apply to the bridge. In this case, ATV operation on a state highway bridge is not subject to WisDOT approval.

Under the law, ATVs must exit the highway as quickly and safely as practicable after crossing the bridge. WisDOT defines this as the first available road designated as an ATV route on either side of the bridge that is not a dead end, or an ATV trail on WisDOT right-of-way that is established after crossing the bridge in which ATVs may use. A bridge is any structure (bridge, box culvert, etc.) over a navigable waterway, highway or railroad.

WisDOT reviews both municipal and county ATV ordinances developed under the two bridge statutes to verify that:

- The ATV route has the appropriate termini on each side of the bridge (the first available road or ATV trail as described above) and that both ordinances mention the same roads or trails.
- All five items listed in s. 23.33(11)(am)3.(a)-(e) are also included, which is required by the statute.
- The statute language "authorize the operation" has been correctly used instead of "designated."

The term "jurisdiction" in sections A - C above refers to maintenance jurisdiction instead of the right-of-way (fee title) owner or highway easement owner.

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ATV trails on state highway ROW

WisDOT may authorize an ATV trail within the ROW of a state highway if sufficient space is available, and the proposed trail does not affect the safety, maintenance and operation of the highway. ATV trails on state highways require a [WD DT1504](#) permit from WisDOT, and a municipality or county must be the applicant. For more information on the permitting process, go to the [STH connection permits](#) webpage.

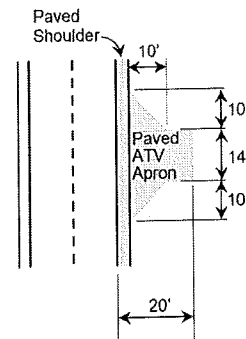
ATV route or trail crossings of state highways

Under Wis. Stat. [s. 23.33\(4\)\(d\)1](#), ATVs are allowed to cross roadways when traveling on an existing roadway. Also, most existing driveways have been issued a permit. Therefore, WisDOT permits are not required in the following situations because vehicular crossings already exist:

- At town, village, city or county road crossings. For example, ATV routes and trails crossing state highways.
- From a driveway on one side to a local road on the other side (or vice-versa).

- From a driveway on one side to a driveway on the other side.

ATV Paved Apron Detail



WisDOT permits are required in the following situations:

- Where no current vehicular crossing currently exists. For example, a new trail crossing from public/private property to public/private property.
- At a T-intersection where a new trail on public/private property would cross a state highway to a local road.

When ATV trails connect to the roadway of a state highway, construct a paved apron to prevent maintenance issues such as gravel or mud deposits on the roadway surface and damages to wing blades when plowing snow. WisDOT may waive or temporarily suspend this requirement if appropriate. See detail for apron dimensions. Consult with WisDOT for apron requirements in urban areas that have curb and gutter.

ATV registration

All ATV registration is handled by DNR not WisDOT. See DNR's [website](#) for more information.

ATV ordinances

WisDOT does not have approval authority of local government ordinances, nor can WisDOT offer legal advice on how ordinances should be written. WisDOT only reviews ATV ordinances prior to processing traffic signing permit applications for ATV routes to verify that a town, village, city or county has referenced the appropriate sections(s) in s. 23.33 as described in sections A - C above.

The Wisconsin DNR does have sample ordinance language in Appendix A of its publication *ATV Route Guideline and Suggestions (A Community Official's Handbook)*. If necessary, consult your local government's corporation counsel or legal representative for advice.

ATV route sign permitting

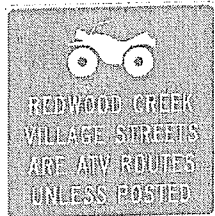


ATV route signs are required on state highways in order for ATVs to legally operate on them. A traffic

signing permit is also required from WisDOT. The application [wi form](#) may be filled out by a local government elected official or employee, or a county highway department may fill it out for the local government. Send the completed permit application to the [transportation region office](#) along with a copy of the approved ATV ordinance(s).

The permit application must include a map or sketch showing the general location of the signs. Once approved, the permittee orders the signs and related materials. County highway departments typically install signs on state highways since they have expertise with the [Wisconsin Manual of Uniform Traffic Control Devices \(WMUTCD\)](#) and install many WisDOT signs. A municipality may install the signs or hire a licensed contractor with WMUTCD expertise upon prior WisDOT approval. All signs erected must comply with the WMUTCD.

Special ATV route signing



Under Wis. Stat. [s. 23.33\(8\)\(e\)3](#), a town, village, city or county may erect a sign on any highway that

crosses its territorial boundary to alert motorists that all highways under its jurisdiction have been designated as ATV routes. On state highways, WisDOT approval is not needed, but a traffic signing permit is still required. The D11-10A sign — similar to the one shown on the left — may be used. The sign size on state highways is 36" x 36." WisDOT will review a town, village, city or county ATV ordinance to verify that it has designated all of its roads as ATV routes prior to granting permit approval to erect the sign on a state highway.



Smaller sign sizes may be used on local highways. A white sign with black letters (regulatory sign) may also

be used as shown on the right. Consult the person in charge of road maintenance or a county highway department for more information on local road signing.

It is important to understand that these signs only apply to town, village, city or county roads under its jurisdiction — not all roads within a municipality or county. For example, a sign with the message, "ALL ADAMS COUNTY ROADS ARE ATV ROUTES EXCEPT AS POSTED," only applies to county-maintained roads — not all town, village or city roads located

within Adams County. ATV routes within those jurisdictions would require separate signing at their boundaries.



If the D11-10A sign is used, a "NO ATV TRAFFIC" sign (R5-51) may be displayed on any highway where ATVs are prohibited. Since it is a regulatory function, a white sign with black letters must be used. An example is shown on the right. The size on state highways is 24" x 24."



Note: At this time, the ATV symbol is not approved for use on regulatory signs in the Federal MUTCD. WisDOT is working with the Federal Highway Administration to combine the ATV symbol, the red "No" circle, and the words "No ATV" as shown at the left for use on Wisconsin highways.

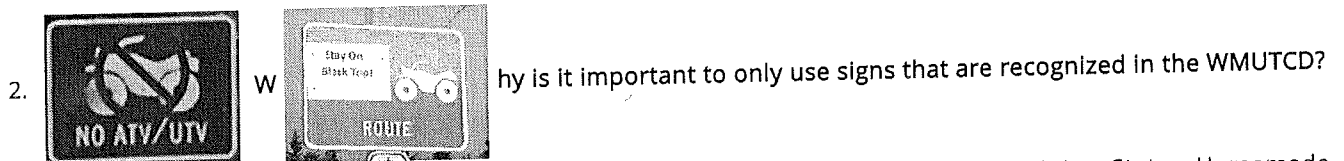
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ATV route signing - Frequently asked questions (NEW)

WisDOT has received many questions regarding ATV route signing both on state and local highways. To guide local units of government and ATV clubs on appropriate ATV route signing, this "frequently asked questions" webpage has been established. As more questions are asked of WisDOT, the questions and answers will be posted.

1. Do local units of government have to follow the WMUTCD for ATV route signing?

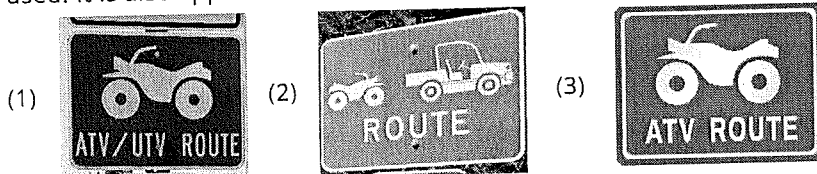
A> Yes, the WMUTCD must be followed on all state and local highways. Per Wis. Stat. s. 349.065, local authorities shall place and maintain traffic control devices upon highways under their jurisdiction to regulate, warn, guide or inform traffic. The design, installation and operation or use of new traffic control devices placed and maintained by local authorities after the adoption of the uniform traffic control devices manual under Wis. Stat. s. 84.02(4)(e) shall conform to the manual. After January 1, 1977, all traffic control devices placed and maintained by local authorities shall conform to the manual.



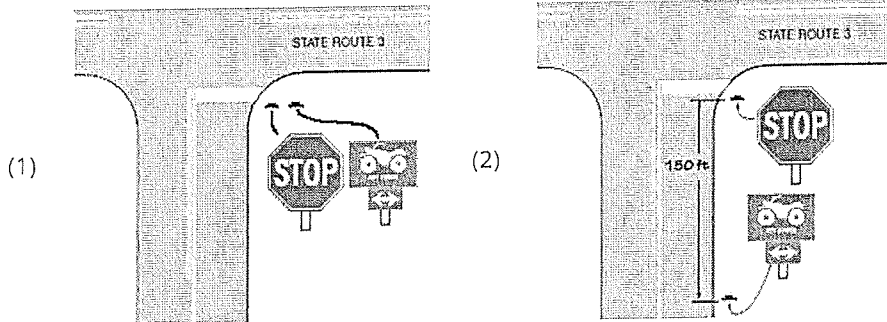
A> It provides consistency for all motorists that travel on all highways throughout the United States. Homemade signs may be hard to read or confuse some motorists. Most importantly, these signs may not be deemed as official if their validity was challenged in court.

3. May the ATV/UTV word signs or ATV/UTV symbol signs shown in pictures (1) or (2) be used on state or local highways?

A> No. Neither one of these signs is recognized in the WMUTCD. Only the D11-10 sign in picture (3) may be used. It is also applicable to UTVs.



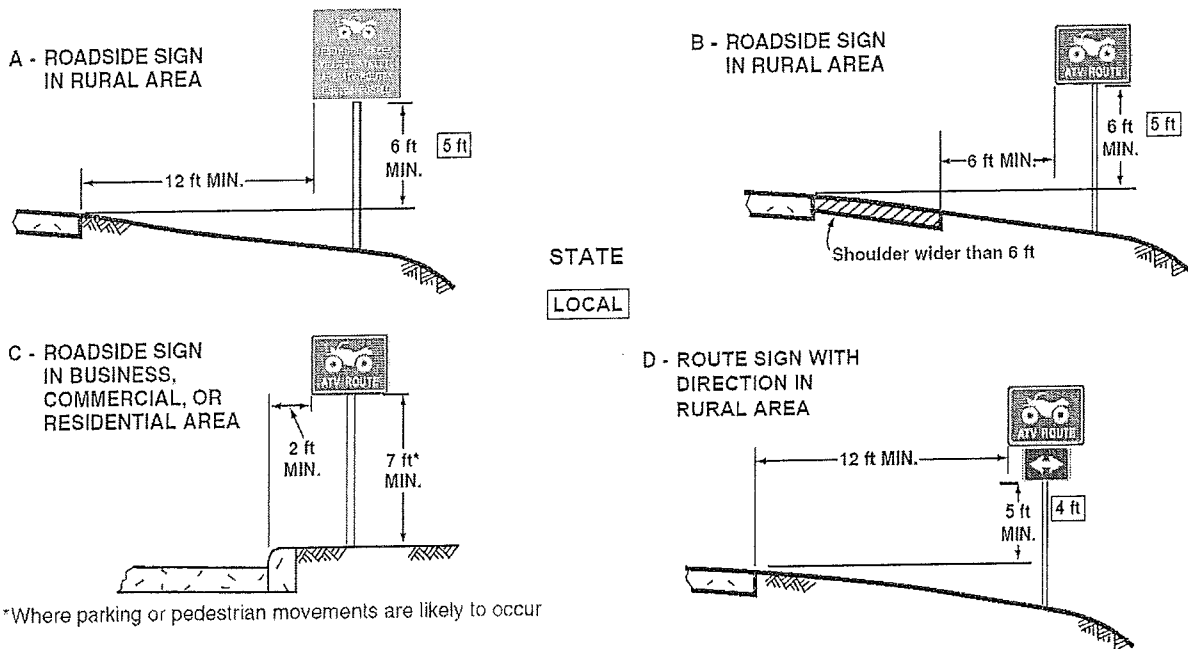
4. May an ATV route sign be erected on the same post as a STOP sign?
A> No. It must be on a separate post. No other sign should interfere with the regulatory importance of a STOP sign. Mount ATV route signs on their own post — not on an existing sign post, utility pole, fence post, etc.
5. May an ATV route sign be placed next to a STOP sign?
A> Yes. See diagram (1) below.
6. How far in advance of a STOP sign should an ATV route sign be placed?
A> 150 feet. See diagram (2) below.



7. What is the offset from the edge of pavement that an ATV route sign should be placed?
8. What height should an ATV route sign be placed?
9. What height should a ATV route sign with an arrow assembly be placed?
A> For questions 7-9, see the diagrams in Figure 2A-2 below (amended from the Federal MUTCD).

Figure 2A-2. Examples of Heights and Lateral Locations of Sign Installations

Note: Height and offset tolerance is $\pm 6.0"$

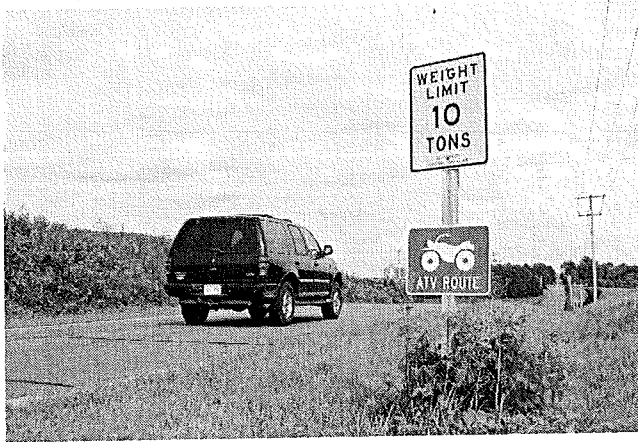


Exception: On conventional roads in areas where it is impractical to locate a sign with the lateral offset prescribed by Section 2A-19 of the 2009 MUTCD, a lateral offset of at least 2 feet may be used. Minimum of 3 feet is preferred on rural roads due to snow plowing.

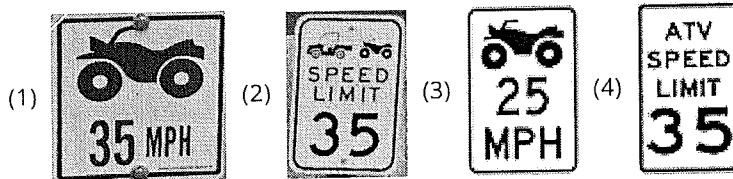
Signs are to be mounted so as to project 1" to 1-1/2" above the top of the post.

In the picture below, the ATV route sign is placed too low and may pose a hazard if struck by an errant vehicle or

motorcycle. The sign must be on its own post too.



10. May the ATV symbol be used on an ATV speed limit sign?
11. May an ATV speed limit sign have green letters on a white background?



A> No for questions 10 and 11. The ATV symbol is only recognized in the WMUTCD for guide signs (white lettering on a green background). A speed limit sign is a regulatory sign. It must have black lettering on a white background. The correct design for an ATV limit sign is (4) above.

12. Where does the D11-10A sign need to be placed, i.e., at a municipal or county border, or at the beginning of the ATV route?

A> Near the border. Under Wis. Stat. s. 23.33(8)(e)3., "[a] town, village, city, or county may erect a sign on each highway that crosses its territorial boundary in a position to be viewed by motorists as they enter the town, village, city, or county."

13. May a town, village or city install ATV route signs on a county road?

A> Maybe. The maintaining authority of the highway decides who erects ATV route signs on its roads.

14. Do I need a permit to put up ATV route signs?

A> On state highways, yes. The WisDOT region office will issue the permit. On municipal and county highways, contact the maintaining authority of the highway.



15. If a route on a local road continues straight at an intersection with a state highway, can you just erect

the up arrow, or do you need an ATV route sign and the arrow?

A> While an ATV route sign in addition to the up arrow is preferred, on local highways the up arrow by itself would be adequate. On a state highway, the arrow cannot be by itself.

16. Do you have examples of ATV route signing diagrams?


A> Yes. Click on any of the examples below.

[Example 1](#) - Bridge crossing

[Example 2](#) - 35 mph speed limit or less and D11-10A signing

[Example 3](#) - Bridge crossing, 35 mph speed limit or less, and D11-10A signing

[Example 4](#) - Close-up of Example 3

17.  When should the PREFERRED sign be used with an ATV route sign?

A> Wis. Stat. s. 23.33(8)(e)5. allows a municipality or county to designate a preferred route and erect signs marking the route over highways under their jurisdiction that have been designated as ATV routes.


18. Are U-channel posts okay to use to mount ATV route signs?

A> Yes, if installed in accordance with the MUTCD. The WMUTCD did not change the language from the Federal MUTCD. From Section 2A.19, Paragraph 2: "Post-mounted sign and object marker supports shall be crashworthy (breakaway, yielding, or shielded with a longitudinal barrier or crash cushion) if within the clear zone."

Section 1A.13 of the MUTCD defines crashworthy: "Crashworthy—a characteristic of a roadside appurtenance that has been successfully crash tested in accordance with a national standard such as the National Cooperative Highway Research Program Report 350, "Recommended Procedures for the Safety Performance Evaluation of Highway Features."

FHWA has issued eligibility letters for sign supports that have passed National Cooperative Highway Research Program Report 350 (NCHRP 350). These letters may be found at this [link](#).

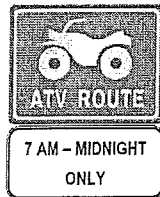
Starting January 1, 2020, NCHRP 350 will be superseded by the Manual for Assessing Roadside Hardware (MASH). FHWA is issuing eligibility letters for sign supports that pass MASH. These letters may be found at this [link](#). There are only two letters currently published there. WisDOT's understanding is that both perforated square steel tube post and U-channel posts have passed MASH, and that FHWA just needs to get the letters written and published.

19.  Our municipality is developing an ATV ordinance that prohibits ATV operation during the hours of

12AM to 7AM, and proposes ATV speed limits on highways. Understanding the route signing requirements under Wis. Stat. s. 23.33, may signs be erected that would also include these hour restrictions and speed limits as part of the signs?

A> No. A municipality or county has the authority to impose hours of operation and speed restrictions in their ordinance. However, those restriction messages, if used, should be posted on supplemental signs using the correct regulatory color scheme - black letters on a white background. They cannot be included as part of a D11-

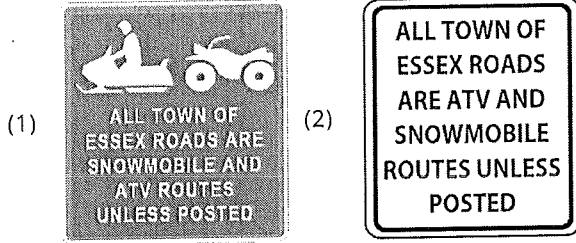
10 (top right) or D11-10A sign.



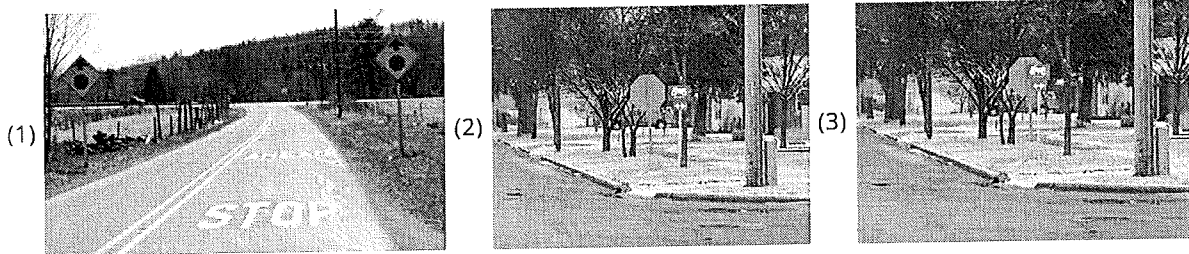
Generally, guide signs and regulatory signs should be on separate posts. In this case, it may be better to place the hours' restrictions underneath the D11-10 sign as a plaque, but still black-on-white so it is regulatory like the example (bottom right). The ATV speed limit sign shown in question 11 (4), may be on a separate post to the right of these signs.

20. Our municipality has an ordinance that designated all of our highways as ATV and snowmobile routes. Can the D11-10A sign be modified to include this message as shown in picture (1)?

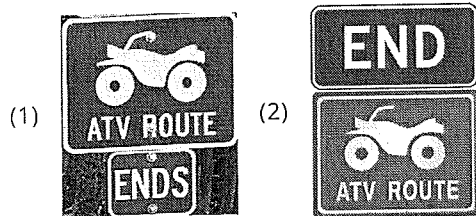
A> No. That particular sign is not allowed in the WMUTCD. However, a white sign with black letters (regulatory sign) could be made without the symbols as shown in picture (2).



21. We have several roads with double STOP signs, e.g., signs on both sides of the road as shown in picture (1). Is it okay to place ATV route signs as shown in pictures (2) and (3) below?
 A> Yes to both situations. This is similar to question 5 only the ATV sign is facing the opposite direction.

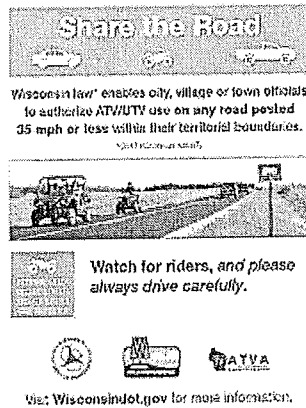


22. Should the END sign go on top of or underneath the ATV route sign?
 A> On top as in picture (2). Also, the MK4-6 sign is "END" not "ENDS."




23. Our town has designated all of its roads as ATV routes and wants to use the D11-10A sign on all town roads. If we erect a D11-10A sign near the boundary, what signs would we need to install on the other side of the town road if the neighboring town does not allow ATVs on its roads?
 A> You would need to erect the MK4-6 sign and the D11-10 sign as shown in question 22, picture (2).
24. Are NO ATV TRAFFIC (R5-51) signs required on a highway that is not designated as an ATV route if it intersects a road that is designated as an ATV route?
 A> No. However, if ATVs are operating on the non-designated highway, NO ATV TRAFFIC signs should be erected. This is referenced in Wis. Stat. s. 23.33(8)(e)4.
25. A county highway department is requiring the use of the NO ATV TRAFFIC sign in combination with placing a D11-10A sign on every county highway at the mutual county/town boundary since ATVs are not allowed on county roads. Is this permitted? Doesn't Wis. Stat. s. 23.33(8)(e)6. state that, "If a town, village, city, or county erects and maintains signs under subd. 3., the department may not require the town, village, city, or county to erect any additional signs marking the all-terrain vehicle routes within the town, village, city, or county."
 A> Under s. 23.33(8)(e), subd. 3., was developed to allow a municipality or county to erect a sign on each highway that crosses its territorial boundary to alert motorists that all highways in the municipality or county have been designated as ATV routes. If D11-10 signs are erected, then a municipality or county does not have to erect signs on all ATV routes as required in subd. 2. Subd. 6., however, does not refer to the R5-51, which is a regulatory sign prohibiting ATV operation. In addition, "the department" refers to the Department of Natural Resources, not a county highway department (CHD). Since the CHD has jurisdiction over the county highways it maintains, it may require R5-51 signs on those highways.


Stay safe on the road



Whether driving a car or operating an ATV, it's important to always eliminate distractions, be patient and stay focused.

- Motorists who encounter ATVs on the road should slow down and wait for a safe opportunity to pass.
- ATV riders should always be aware of their surroundings, stick to authorized areas and always use helmets and protective gear.

The [Wisconsin DNR](#) publishes additional resources on ATV safety and registration. Additionally, interested parties can help spread the word by displaying the  "Share the Road" flyer (pictured right).

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Questions

For questions regarding this webpage, contact:

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Wisconsin DOT
Bureau of Highway Maintenance
4822 Madison Yards Way, 5th Floor South
Madison, WI 53705
(608) 266-3438
robert.fasick@dot.wi.gov

DUNN COUNTY ATV / UTV ASSOCIATION

Well... we find ourselves at that time of year when elections for new Officers to Association have been voted upon. New Officers to the Association are:

President:	Eric Shultz
Vice-President:	John Stahl (John will fill the vacancy until the official election in January 2021)
Secretary:	Heather Kirchner
Trail Coordinator:	Jeff Schroeder

We wish to congratulate our new Officers and wish them the best in their roles in the upcoming seasons ahead. We know they will do great work moving forward for the Association.

We would also like to thank our past Officers for their fine work as this was a new venture for us all... THANK YOU !!!

GILBERTS OF SAND CREEK
 COUNTY ROAD I
 SAND CREEK, WI 54765

Configuration Preview

Date Printed: 2020-06-16 3:00 PM VIN:
 Estimated Ship Date: VON:

Quantity: 1
 Status: BA - Pending order
 FAN 1: 23559 STATE OF WI
 FAN 2:
 Client Code:
 Bid Number: TB0097
 PO Number:

Sold to:
 GILBERTS OF SAND CREEK (68824)
 COUNTY ROAD I
 SAND CREEK, WI 54765

Ship to:
 GILBERTS OF SAND CREEK (68824)
 COUNTY ROAD I
 SAND CREEK, WI 54765

Vehicle: 2020 1500 SSV CREW CAB 4X4 (DS6T98)

	Sales Code	Description	MSRP(USD)
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	EZH	5.7L V8 HEMI MDS VVT Engine	0
	DFK	8-Spd Auto 8HP70 Trans (Buy-US)	0
Paint/Seat/Trim:	PXJ	Diamond Black Crystal P/C	100
	APA	Monotone Paint	0
	*D5	Cloth Front/Vinyl Rear Seats	0
	-X8	Black/Diesel Gray	0
Options:	MAF	Fleet Purchase Incentive	0
	AJB	Remote Start & Security Alarm Group	395
	RA2	Uconnect 3 with 5" Display	695
	ADB	Protection Group	395
	DSA	Anti-Spin Differential Rear Axle	495
	GFA	Rear Window Defroster	195
	LM1	Daytime Running Headlamps Low Beam	40
	XAP	Power Adjustable Pedals	125
	4DH	Prepaid Holdback	0
	XB9	RamBox Cargo Management System	1,295
	4ES	Delivery Allowance Credit	0
	5N6	Easy Order	0
	4FM	Fleet Option Editor	0
	4FT	Fleet Sales Order	0
	174	Zone 74-Denver	0
	4EA	Sold Vehicle	0
Non Equipment:	4FA	Special Bid-Ineligible For Incentive	0
Bid Number:	TB0097	Government Incentives	0
Discounts:	YGE	5 Additional Gallons of Gas	0
Destination Fees:			1,695

Total Price: 46,805

Discount -13,573

Order Type: Fleet
 Scheduling Priority: 1-Sold Order
 Salesperson:
 Customer Name:
 Customer Address: USA

PSP Month/Week:
 Build Priority:

99
 Allow old SSV 33,232
 23,000

trade difference \$10,232

* transfer anything you want over
 (Bumper, mirrors, Boards)

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

Lynn Niggemann

From: Chief William Anderson <cpd501@colfaxpd.net>
Sent: Tuesday, June 16, 2020 11:01 AM
To: clerktreasurer@villageofcolfaxwi.org
Subject: Wages for new full time officers

Just FYI.....Glenwood City PD, \$26.50- Cornell PD, \$21.80- Cadott PD, \$20.72- Niagara, WI PD, \$19.90 to \$24.87-
Spencer, WI PD, \$22.27- Colby Abbotsford PD, \$22.35 to \$24.84- Boyceville PD, \$20.50

William J. Anderson
Chief of Police
Village of Colfax
613 Main St.
Colfax, WI 54730
(715) 962-3136 Office
(715) 962-4357 Fax

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Colfax Public Library

Epidemic & Library Health Emergency Policy

A. Purpose

To establish a protocol that will be used in the event of an epidemic or declared public health emergency. The library should plan for staff being unable to report to work in the event of a serious infectious disease outbreak. In addition, during an epidemic or health emergency organizations may be required to take measures to help slow the spread of illness such as closing by order of the President of the United States, Governor of the State of Wisconsin or Dunn County public health officials. It is important to ensure that essential business activities of the library can be maintained with limited staff and reduced hours as determined by the Library Director.

B. Definitions

This plan differs from a general emergency preparedness policy or procedure. With an emergency preparedness policy, there is an assumption that staff will return to the building or begin recovery work almost immediately after the event or crisis (such as after a fire or storm). If there is a serious infectious disease outbreak, recovery may be slow and limited staff, services, and hours may be necessary for several weeks or more.

Epidemic – A disease affecting many persons in a specific locality at the same time, and spreading from person to person in a locality where the disease is not permanently prevalent.

Library health emergency – The state of affairs in which there are not enough healthy library staff to maintain normal hours of operation.

Employees and staffing level – Part time and full time library staff as defined in the Colfax Public Library's Personnel Policy. This does not include volunteers.

C. Library Closure

The Colfax Public Library may temporarily close because of an epidemic or library health emergency in the event that any of the following occur:

1. The Village of Colfax offices close because of a health emergency.
2. A mandate, order, or recommendation for closure is issued by the state library division, public health, or other government officials.

3. There are not enough healthy library staff to maintain hours at the library.

Closure of the library due to epidemic or health emergency will be decided in a special library board meeting, posted and open to the public.

In the event of a closure and dependent on severity of risk, the library may choose to remain open up to 24 hours after the decision for closure has been made to allow patrons time to prepare for the closure.

D. Types of Closure

1. At the discretion of the library director or library board president, the library may close, reduce its operating hours or limit services temporarily in the event that there is not sufficient staff to maintain basic library service levels.
2. At the discretion of the library director, programming may be suspended until such a time that a threat to the local population has decreased.

E. Minimum Staffing Level

1. If Dunn County public health officials allow public facilities to remain open during or reopen following a public health emergency, the library must maintain a minimal level of staff in order to be open to the public. Minimum staffing level for a temporary period of time is defined as one full-time staff or two staggered part-time staff available to be present at the library during all open hours.

An inability to maintain this temporary minimal level will result in reduced hours or closing the library. Also, the necessity to maintain this temporary minimal level for more than five consecutive days will also result in reduced hours or closing the library.

The absence of healthy library staff will determine the ability to carry out services and maintain open hours. At the library director's discretion, this may include:

- a. Cancelling programs and special events.
- b. Reassigning employee duties and shifts.
- c. Reducing open hours if the number of employees falls below minimum levels.
- d. Closing the library for one or more days.

In the event of sudden closure and healthy library employees are sent home from work, those employees shall be compensated for their regularly scheduled hours.

F. Employee Illness as Related to an Epidemic

1. Any staff who does not accrue sick leave will not be punished for failure to appear as long as notice is given ahead of time.
2. Employees who are sick should not report to work if experiencing the symptoms of a contagious disease, which, in the case of COVID-19, include a fever (100.4 degrees or above), cough, shortness of breath, sore throat, chest tightness, extreme fatigue, chills, loss of sense of taste or smell, diarrhea or new gastrointestinal symptoms, muscle aches, or headaches.

Employees with any of these symptoms should call to report their absence from work, stay home, and contact a doctor. Employees experiencing any of these symptoms while in the workplace should report them to the director and go home, then contact a physician.
3. Employees experiencing the symptoms of COVID-19 should self-quarantine for 14 days or until they are symptom free. They will be paid for their normally scheduled hours for any absence from work during the time they were contagious.

G. Responsibility for Library Operations During Closure for Epidemic

1. Any staff may be requested to empty the book drop at a minimum of once per week.
2. The Library Director or designee will call for cancellation of courier delivery should the library be forced to close or adjust its hours of operation.
3. Payroll will be continued by the Library Director as long as possible in coordination with the village clerk. In the event that the director is unable to fulfill this duty, a designee may be appointed.
4. In the event that a board meeting is not possible, the director will work directly with the village clerk to ensure bills are paid.
5. Any staff may be requested to empty the Post Office Box at a minimum of three times a week.

H. Communication

Any closure or changes in the library's open hours to the public will be communicated via the library's website, social media account, and signage posted on the building.

We will operate at a reduced capacity to comply with social distancing requirements. The current capacity limit will be posted on the library door.

Clear signage regarding the library's policies regarding patron behavior this time, including social distancing, hand washing and sanitizing, time limits for Internet access, and the recommended wearing of masks will be posted in high visibility areas around the library. Staff will also give patrons verbal reminders of these policies as needed.

I. Prioritization of Services

If reduced staffing, hours, or services are required, employees shall perform priority responsibilities that most directly impact customers prior to any other work tasks.

Priority responsibilities shall follow this order, with safety being a priority:

1. Communicate with customers, stakeholders, local officials, and vendors about changes to library services.
2. Submission of payroll, processing bills for payment, preparing for and holding Library Board meetings.
3. Ensure online and digital resources are accessible.
4. Processing incoming and outgoing holds.
5. Direct customer assistance, e.g. check out, issuing library cards, computer and information assistance.

Individual responsibilities outside of those described shall be completed after prioritized tasks if time permits, performing those duties with a deadline or significant impact first. Employees should consult with the Director or designated administrative authority to determine staffing area assignment and which individual work tasks should take priority, or in the event that they feel a responsibility not listed here requires urgent attention.

Note: Library policies may change on an ongoing basis to accommodate current public health recommendations.

Colfax Public Library

Temporary Amendment to our Public Library Personnel policy:

The Public Library is taking precautions to help prevent any exposure or infection but cannot guarantee that the library is virus free. Staff shall comply with all requirements outlined in the amended personnel policy. These specific COVID policy amendments supersede existing library and / or village policies.

- Staff shall not report to work when sick.
 - Staff are encouraged to monitor temperature prior to coming to work
 - Staff with confirmed COVID exposure should self-quarantine for 14 days
 - Telework during this period is expected
 - The requirement for a doctor's certificate shall be waived
 - Staff with a confirmed COVID diagnosis shall not report to work until cleared by a medical professional, and the Library will close for 14 days.
 - Staff with COVID-like symptoms shall not report to work until 14 days have passed or the symptoms have gone away.

A list of symptoms and protocol regarding pay for COVID exposure, diagnosis, or symptoms are outlined in the Epidemic & Library Health Emergency Policy.

- Staff must maintain social distancing with other staff and users of the library except for immediate family
- Staff are not required to wear a mask when they're behind the plastic barrier at the front desk, but they must wear a mask when they are out on the floor of the library, assisting patrons on the computer, bringing materials outside for curbside pickup, or in any situation where they are not behind the protective plastic barrier.
- Staff must wash hands and/or use hand sanitizer prior to entering the library, before and after using the computers, after each patron interaction, and after contact with high touch areas

- Staff must initial any required cleaning checklists daily. We will wipe down the mouse, headphones, keyboard, chair and table after each computer use. We will wipe down high traffic surface areas like the front desk, door knobs, printer, and copy area throughout the day. We will disinfect public bathroom surfaces twice a day.
- Accommodations for staff in high risk situations (either staff or family) will be made. These may include limiting or eliminating patron interaction or providing a work from home option.

Colfax Public Library

Temporary Amendment to our Library Patron Rules of Conduct policy:

The safety of our patrons and staff is our number one priority. Anyone not following established safe policies set forth may be asked to leave the facility. If you or any person in your household is not feeling well, please remain home for the safety of everyone.

- Six feet social distancing must be maintained with anyone who is not a member of your household.
- A face covering is recommended for anyone over the age of 2, unless a medical condition prevents its use.
- Patrons should wash hands and/or use hand sanitizer prior to entering the library, before and after using computers, and after contact with high touch areas.
- Prolonged socializing is not permitted at this time.
- We will operate at a reduced capacity to comply with social distancing requirements. The current capacity limit will be posted on the library door.
- Restrictive tape or barriers of any kind may not be removed to accommodate access.
- Time limits for Internet access will be enforced.
- No more than one individual per computer station. Exception of one additional individual living in the same household.
- A half hour time limit for length of library use will be enforced if there are people waiting

Dunn County Health Department

3001 US Highway 12 East
Suite 032
Menomonie, WI 54751
715-232-2388
Fax: 715-232-1132
TTY: 715-232-1116
www.co.dunn.wi.us

CONTACT:
KT Gallagher, MPA
Dunn County Health Department Director
kgallagher@co.dunn.wi.us
715-231-6441

Health Alert –COVID-19

June 15, 2020

COVID-19 is a public health emergency both nationally and locally. In approximately December of 2019, a novel virus known as the severe acute respiratory syndrome coronavirus-2 (SARS-CoV-2), causing the disease known as coronavirus (COVID-19), was detected. It has spread throughout the world and every state in the United States of America. To date there have been 2,085,769 cases of COVID-19, an increase of 21,957 cases over yesterday in the United States of America. State wide, there have been 22,932 cases of COVID-19, an increase of 174 case over yesterday in Wisconsin. In Dunn County, there have been 29 cases of COVID-19. We are grateful that this number has not increased for seven days.

Symptoms have ranged from life-threatening to nothing noticeable (asymptomatic) in Dunn County residents who have tested positive for COVID-19. We have also observed pre-symptomatic spread in some of our local cases. We know it is possible for people to spread a germ that they did not know they had to a person that will experience severe symptoms. We also know that in Dunn County, 45% of our population has one risk factor and 27% of our population have two or more risk factors that increase their risk for severe symptoms.

Treatment options are limited. Because the virus is so new, the science is still catching up. One important area of ongoing research is around treatments and vaccines that are proven safe and effective. Some anti-viral medications and supportive treatments are showing promise but are still in initial stages. We cannot currently rely on these treatments to prevent widespread severe illness.

Preventing spread is essential. As a result, non-pharmaceutical prevention of germ spread, or viral transmission, is so very important. The Dunn County Health Department is recommending the following ways to prevent the spread of COVID-19.

1. Dunn County residents are advised to avoid public gatherings in their place of work, play or worship. Groups larger than 25 in an indoor setting and 50 in an outdoor setting, create increased risk of spreading germs. Gatherings over 50 create a significant challenge for effective contact tracing and prevention of secondary cases. All gatherings that bring together people in a single room or space, whether inside or outside, at the same time should:
 - Preserve physical distancing (maintaining 6 feet of distance between people and avoiding all direct physical contact); and,
 - Follow all other public health recommendations issued by Dunn County Public Health Department, the Wisconsin Department of Health Services (DHS) and the US Centers for Disease Control. This importantly includes practicing good hand hygiene, practicing good respiratory hygiene and staying home when sick.

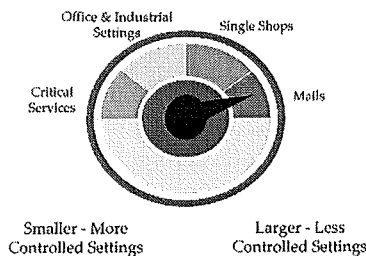
- Consider creating a contact list with the names and phone numbers of all people that attended the gathering.
2. Dunn County residents are advised to limit all non-essential travel. Additionally, residents should avoid travel where they cannot maintain strict physical distancing. Travel continues to be a risk factor for getting and spreading COVID-19.
 3. Dunn County businesses are strongly encouraged to adopt and apply comprehensive safer business practices to limit risks to their clients and staff. Close prolonged contact between staff members and between clients and staff create an increased risk of spreading germs. If two or more cases are associated with a single business, event or group the Health Department is required to conduct a facility investigation. Facility Investigations may be required to be publicly disclosed on the Wisconsin Department of Health Services website. Comprehensive policies that will help prevent a facility investigation include:
 - Have policies in place to monitor their staff for symptoms of COVID-19 or exposure to a known case on a regular basis;
 - Have policies that support working from home, when feasible;
 - Have policies encouraging handwashing, wearing masks or cloth face coverings, and physical distancing;
 - Have policies and supplies to ensure adequate disinfection and cleaning;
 - Cooperate with Public Health investigations related to COVID-19 confirmed or suspected cases related to the business operations, including excluding employees based on public health recommendations and assisting public health with identifying and contacting contacts of cases;
 - Review the Wisconsin Economic Development Corporation guidelines on safe business practices, available here: <https://wedc.org/reopen-guidelines/>.
 4. All people are encouraged to contact their health care provider via phone or online, to discuss if they should be tested for COVID-19 if they are experiencing any of the symptoms of COVID-19 listed on the Wisconsin DHS's website: <https://www.dhs.wisconsin.gov/covid-19/symptoms.htm>

Dunn County Health Department

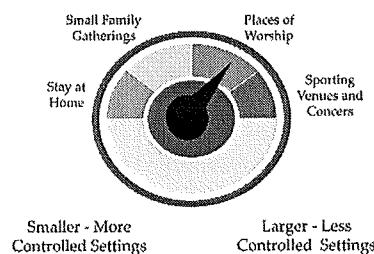
Safely Adjusting the Dials

Updated June 10th, 2020

Work Place Settings



Social Gatherings



Safe Practices - Wash your hands often
- Stay home when sick
- Social distance yourself

COVID-19 Response - Test symptomatic individuals
- Isolate positive cases and contact tracing
- Protect those at heightened risk
- Build needed hospital capacity
- Procure critical care supplies

(END)

POOLED CHECKING ACCOUNT

Accounting Checks

Posted From: 6/08/2020 From Account:
Thru: 6/21/2020 Thru Account:

Check Nbr	Check Date	Payee	Amount
76464	6/15/2020	CARLTON DEWITT	817.50
76465	6/15/2020	CBS SQUARED, INC	1,651.63
76466	6/15/2020	CHIPPEWA VALLEY TECH COLLEGE	18.15
76467	6/15/2020	COMMERCIAL TESTING LAB	245.00
76468	6/15/2020	DUNN COUNTY SOLID WASTE & RECYCLING	1,447.55
76469	6/15/2020	DUNN ENERGY COOPERATIVE	99.00
76470	6/15/2020	EXPRESS MART	327.45
76471	6/15/2020	FARRELL EQUIPMENT & SUPPLY CO.	89.99
76472	6/15/2020	GEORGE ENTZMINGER	100.00
76473	6/15/2020	GILBERTS OF SAND CREEK	36.99
76474	6/15/2020	HAWKINS, INC.	1,884.15
76475	6/15/2020	HENRY SCHEIN	152.94
76476	6/15/2020	HUEBSCH	94.52
76477	6/15/2020	HYDROCORP	542.00
76478	6/15/2020	IFLS LIBRARY SYSTEM	66.27
76479	6/15/2020	LINDA KOURI	15.00
76480	6/15/2020	LYNN NIGGEMANN	20.38
76481	6/15/2020	MEDPRO MIDWEST GROUP	133.50
76482	6/15/2020	MENARDS-EAU CLAIRE	229.39
76483	6/15/2020	MISSISSIPPI WELDERS SUPPLY CO.	75.64
76484	6/15/2020	MP CLOUD TECHNOLOGIES	549.00
76485	6/15/2020	PITNEY BOWES INC	143.55
76486	6/15/2020	POSTMASTER OF COLEFAX	196.00
76487	6/15/2020	SCHILLING SUPPLY	308.02
76488	6/15/2020	SYNERGY COOPERATIVE	842.15
76489	6/15/2020	UNEMPLOYMENT INSURANCE	36.58
76490	6/15/2020	VIKING DISPOSAL, INC	160.00
76491	6/15/2020	WATER CARE SERVICES	31.50
76492	6/15/2020	WI DNR	125.00
76493	6/15/2020	WISCONSIN LIBRARY ASSOCIATION	112.00
76494	6/15/2020	ZEMPEL APPRAISAL SERVICE	875.20
76495	6/16/2020	WEA INSURANCE CORPORATION	10,494.78
76496	6/17/2020	LORI BOUTIN	718.76

POOLED CHECKING ACCOUNT

Accounting Checks

Posted From: 6/08/2020 From Account:
Thru: 6/21/2020 Thru Account:

Check Nbr	Check Date	Payee	Amount
EFTPS	6/11/2020	EFTPS-FEDERAL-SS-MEDICARE	5,369.83
WIDOR	6/11/2020	WI DEPARTMENT OF REVENUE	994.63
AMAZON	6/19/2020	AMAZON.COM	704.94
BREMER	6/10/2020	CARDMEMBER SERVICE	232.35
WIDCOMP	6/11/2020	WISCONSIN DEFERRED COMPENSATION	210.00
WEENERGIES	6/15/2020	WE ENERGIES	121.05
WEENERGIES	6/15/2020	WE ENERGIES	61.66
Grand Total			30,334.05



Regular Meeting of
The Colfax Public Library Board
March 17, 2020

President Krista Ottinger called the meeting to order at 5:27 p.m.

Attendance

- Members present: Nancy Baumgartner, Olivia Landon, Megan Pawlak, Krista Ottinger, Eve Suckow, Gary Stene, and Library Director Lisa Bragg-Hurlburt
- Non-members present: LeAnn Ralph, Colfax Messenger

Quorum: A quorum has been established.

Open meeting law: We are in certification of compliance with the open meeting law.

Approval of Agenda

- Olivia Landon moved to accept the agenda. Gary Stene seconded the motion. Unanimously approved by the Board.

Public forum: No Comment

Approval of Minutes

- Gary Stene made a motion to approve the minutes of our last regular meeting of February 2019. Olivia Landon seconded the motion. Unanimously approved by the Board.

Approval of Bills

- Gary Stene made a motion to approve the bills for February 2020. Olivia Landon seconded the approval. Unanimously approved by the Board.

Director's Report

- See attachment.
- The Library System, County, and American Library Association stated that for the good of the community, the library should close during this time.
- Part-time staff will be working mostly from home. Staff will be working on children's program during shutdown.
- Dropbox will still be open for library books to be returned and there is an automatic renewal for all books.

Monthly Reports

Village Board Representative—Mark Halpin (not present)

- No Report

County Board Representative- Gary Stene

- Established a Public Health Emergency for Dunn County with the county planning ahead.

School Representative— Megan Pawlak

- School will be out of session starting Thursday, March 19th. The return date will be is indefinite as of now.
- AR Quizzes can be taken at home. Online reading programs have been set up and put to use with student Chromebooks. These Chromebooks are being sent home with second grade and up.
- The school is support students and their families during this time.
- Summer reading is important for our students. In order to prevent the summer slide, we are encouraging students to read during summer break.

Building Remodel Group Representative—Nancy Baumgartner:

- Currently in the administrative fund there is \$916.36 and in total is there is \$64,049.93.
- The Otto Bremer Foundation turned down the 2019 grant request on February 26, 2020.
- Due to the Public Health Emergency, Papa Bear Norton has been cancelled. All events are postponed until further notice.

Current Business

- Krista Ottinger motions to change section 8.12. After “All scheduled library staff will be paid for their library shift,” Krista Ottinger motions to add “The library may also be closed due to declared public health or safety emergency. All scheduled library staff will be paid for their library shifts for up to one month, to be reviewed and possibly renewed monthly by the board, thereafter.” The policy change will take effect immediately, but the wording is subject to change based on review from the village attorney. Eve Suckow seconds motions. Unanimously approved by the Board. Passed.
- Gary Stene motions to table sick leave policy to next month. Eve Suckow seconds the motion. Unanimously approved by the Board. Approved.
- Motion is made by Eve Suckow to close the Colfax Public library beginning Wednesday, March 18th at 5:00 P.M. until the public health emergency is lifted. Gary Stene seconds the motion. Unanimously approved by the Board. Approved.
- Chapter 20 of Trustee Essentials: “The Library Board and Building Accessibility” will be discussed next month.

Next Meeting: April 21st at 5:30 P.M.

Adjourn



Regular Meeting of
The Colfax Public Library Board
April 21, 2020

President Krista Ottinger called the meeting to order at 5:32 p.m.

Attendance

- Members present: Nancy Baumgartner, Olivia Landon, Megan Pawlak, Krista Ottinger, Eve Suckow, Gary Stene, Mark Halpin and Library Director Lisa Bragg-Hurlburt
- Non-members present: LeAnn Ralph, Colfax Messenger

Quorum: A quorum has been established.

Open meeting law: We are in certification of compliance with the open meeting law.

Approval of Agenda

- Mark Halpin moved to accept the agenda. Gary Stene seconded the motion. Unanimously approved by the Board.

Public forum: No Comment

Approval of Minutes

- Gary Stene made a motion to approve the minutes of our last regular meeting of March 2020. Olivia Landon seconded the motion. Unanimously approved by the Board.

Approval of Bills

- Mark Halpin made a motion to approve the bills for March 2020. Nancy Baumgartner seconded the approval. Unanimously approved by the Board.

Director's Report

- See attachment
- On Monday, April 27th, Colfax Public Library will start offering curbside pickup for patrons! The interlibrary courier is still not up and running, so all we can offer you is Colfax items, at this time. But you can easily see what we have and place holds on Colfax items by using the online MORE catalog. To start, we'll only be offering this pickup service Monday and Thursday, 2 pm - 6 pm, and Tues., Wed., and Friday 10 am - 2 pm. If that doesn't work at all for you, call and we'll figure something out. You can also call us or send me an email asking for books or movies. Our phone is (715) 962-4334 and email hurlburt@colfaxpubliclibrary.org.

Monthly Reports

Village Board Representative—Mark Halpin

- No Report

County Board Representative -Gary Stene

- No Report

School Representative— Megan Pawlak

- School is out of session the rest of the year. Please be in contact with your child's homeroom teacher for daily and weekly updates. New information is being delivered weekly.
- Encourage reading at home. AR Quizzes can be taken at home. Online reading programs have been set up for students to have access to a variety of reading materials.
- If there are any needs such as clothing, food, etc. please reach out to the school for information and help. School is continuing do to curbside pick of daily meals.
- Overall we are here to support each member of the community.

Building Remodel Group Representative— Nancy Baumgartner:

- No Report

Current Business

- Director Lisa Bragg-Hurlburt proposes that the Colfax Public Library start the curbside pickup following the guidelines from Governor Evers and DPI guidelines, starting Monday, April 27th, 2020. Gary Stene motions to approve. Krista Ottinger seconded the approval. Unanimously approved by the Board.
- Krista Ottinger motions to approve continuing to pay the staff for another 30 days during the closing. Eve Suckow seconded the motion. Unanimously approved by the Board.
- Director Lisa Bragg-Hurlburt states that John Thompson noted that there will be no programs in June. July and August programs are still under discussion. Libraries are urged to set up online access and connect with the community.
- Krista Ottinger motions that in order to comply with IFLs about the Library Board Composition, there can only be one municipal position serving. Krista Ottinger motions to resolve the Library Board Composition to next meeting.

Next Meeting: May 19th at 5:30 P.M.

Adjourn



Regular Meeting of
The Colfax Public Library Board
May 19, 2020

Vice President Olivia Landon called the meeting to order at 5:31 p.m.

Attendance

- Members present: Nancy Baumgartner, Olivia Landon, Megan Pawlak, Eve Suckow, Krista Ottinger, Gary Stene, Mark Halpin, Claudia Kressin and Library Director Lisa Bragg-Hurlburt
- Non-members present: LeAnn Ralph, Colfax Messenger

Quorum: A quorum has been established.

Open meeting law: We are in certification of compliance with the open meeting law.

Approval of Agenda

- Eve Suckow moved to accept the agenda. Nancy Baumgartner seconded the motion. Unanimously approved by the Board.

Public forum: No Comment

Approval of Minutes

- Gary Stene made a motion to approve the minutes of our last regular meeting of April 2020. Nancy Baumgartner seconded the motion. Unanimously approved by the Board.

Approval of Bills

- Eve Suckow made a motion to approve the bills for April 2020. Nancy Baumgartner seconded the approval. Unanimously approved by the Board.

Director's Report

- See attachment

Monthly Reports

Village Board Representative—Gary Stene

- Budget Audit Finance meeting took place and recommended that there be wise spending with the budget.

County Board Representative -Gary Stene

- With the impact of COVID-19, use good sense and follow the rules put in place. The object is to have everyone cooperate and continue to encourage social distancing. If a business is infected with COVID-19, the county has the ability to shut down the business if need be. Due to COVID-19, there is a 10% budget cut.

School Representative— Megan Pawlak

- There will be no new instruction after May 21, 2020. From this date until June 1, students have time to complete missing assignments. Please stay in contact with teachers for further updates.
- Classroom teachers will be in contact with the library to schedule a virtual meeting time to discuss the events, activities, and access to the library during the summer.
- Continue to encourage reading at home. AR Quizzes can be taken at home. Online reading programs have been set up for students to have access to a variety of reading materials.
- If there are any needs such as clothing, food, etc. please reach out to the school for information and help. School is continuing do to curbside pick of daily meals. Meals will continue through June 30th.
- Summer Reading is in the works.

Building Remodel Group Representative—Nancy Baumgartner:

- No Report

Current Business

- Director Lisa Bragg-Hurlburt proposes that the Colfax Public Library will continue the curbside pickup following the guidelines from Governor Evers and DPI guidelines, continuing into June. Starting June 1st, hours will be extended and adjusted back to normal library hours, and appointments will be taken for computer usage with the stipulation of essential needs. Eve Suckow motions to approve. Nancy Baumgartner seconded the approval. Unanimously approved by the Board.
- Director Lisa Bragg-Hurlburt proposes that the library reopens July 1, 2020 as based on OSHA, CDC, and WEDC guidelines. Olivia Landon recommends to table until next month. Gary Stene seconded the approval. Unanimously approved by the Board.
- Director Lisa Bragg-Hurlburt discusses that there will be a new program, Beanstack, an online reading incentive website to encourage reading during the summer. There will be continued packets sent home for kids with crafts and a free book.
- Lisa Bragg-Hurlburt motions that in order to comply with IFLs about the Library Board Composition, there can only be one municipal position serving. Mark Halpin will be stepping down in order to be in compliance with the Library Board Composition.

Next Meeting: June 16th at 5:30 P.M.

Adjourn



Regular Meeting of
The Colfax Public Library Board
June 16, 2020

Secretary Megan Pawlak called the meeting to order at 5:32 p.m.

Attendance

- Members present: Nancy Baumgartner, Megan Pawlak, Eve Suckow, Gary Stene, Claudia Kressin, and Library Director Lisa Bragg-Hurlburt
- Non-members present: LeAnn Ralph, Colfax Messenger

Quorum: A quorum has been established.

Open meeting law: We are in certification of compliance with the open meeting law.

Approval of Agenda

- Gary Stene moved to accept the agenda. Nancy Baumgartner seconded the motion. Unanimously approved by the Board.

Public forum: No Comment

Approval of Minutes

- Gary Stene made a motion to approve the minutes of our last regular meeting of May 2020. Nancy Baumgartner seconded the motion. Unanimously approved by the Board.

Approval of Bills

- Nancy Baumgartner made a motion to approve the bills for May 2020. Eve Suckow seconded the approval. Unanimously approved by the Board.

Director's Report

- See attachment

Monthly Reports

Village Board Representative—Gary Stene

- No Report

County Board Representative - Gary Stene

- County Board meeting this week, new information to come.

School Representative— Megan Pawlak

- Reading is encouraged over the summer at home. AR quizzes can be scheduled to be taken at the library with an appointment, or contact homeroom teacher for access URL.
- Meals will continue through the end of this month, June 30th.
- No updates about school in the fall, information will be shared as soon as it is known.

Building Remodel Group Representative—Nancy Baumgartner:

- A \$90.00 increase in the funds. The Elevator Fund total is at \$64,099.93 and the Administration Fund at \$956.36.
- A Zoom call took place with the Grant company and a list of recommendations was stated in the final report form. This will be given out in late June or July.
- The Fall Thrift Sale has been cancelled due to Covid-19.

Current Business

- Director Lisa Bragg-Hurlburt proposes that the library reopens July 1, 2020 (attachment) based on OSHA, CDC, and WEDC guidelines. Gary Stene motions to approve. Nancy Baumgartner seconded the motion. Unanimously approved by the Board.
- Director Lisa Bragg-Hurlburt proposes a new draft on the Epidemic and Library Health Emergency Policy. Gary Stene motions to approve. Eve Suckow seconded the motion. Unanimously approved by the Board.
- Director Lisa Bragg-Hurlburt proposes amendment to our Library Patron rules of Conduct Policy. Based on the library capacity, family member limit is at the discretion of the library, with the main goal to honor all patrons. Gary Stene motions to approve. Nancy Baumgartner seconded the motion. Unanimously approved by the Board.
- Director Lisa Bragg-Hurlburt proposes amendment to our Public Library Personnel Policy. This policy is subject to change in order to follow County Rules and respond to situations as they arise. Guidelines will be followed from Government systems or as directed from by the library board. Nancy Baumgartner motions to approve. Gary Stene seconded the motion. Unanimously approved by the Board.

Next Meeting: July 21st at 5:30 P.M.

Adjourn