

Lee-Whedon Memorial Library

Board Meeting June 9, 2020

Present: I. Mark, C. Kiebala, S. O'Dea, D. Schwert, B. Connors, C. Cooper, K. Mostyn

The Open Hearing was held. No one was in attendance. The zoom link was posted on our website 7 days ago.

C. Cooper called the meeting to order at 4:01 p.m.

The agenda was unanimously adopted on a motion by D. Schwert and seconded by S. O'Dea.

The April minutes were unanimously approved on a motion by I. Mark and seconded by C. Kiebala.

The May minutes were unanimously approved on a motion by C. Kiebala and seconded by S. O'Dea.

Financial Reports were distributed for the month of May:

- May Drawer Deposit \$260 (Memorials \$230, gift of \$30)
- Aging: \$9,964.84, Transactions: \$4,377.19
 - All trustees in attendance approved the reports on a motion by D. Schwert and seconded by I. Mark.
- The Proposed Budget for 2020-2021 was presented. The tax levy and overall budget remains unchanged from 2019-2020. No public vote is required. The budget was unanimously approved on a motion by C. Kiebala and seconded by S. O'Dea.
- C. Kiebala made a motion to pay the bills and was seconded by S. O'Dea. The motion passed unanimously.
 - The credit card was higher than usual due to the purchase of PPE, acrylic safety guards, and summer reading supplies.
- The Financial Report was reviewed and unanimously approved on a motion made by S. O'Dea and seconded by C. Kiebala.

Our monthly statistics for May were unavailable as NIOGA is closed. NIOGA's closure also means no new catalog records have been added and no ILL delivery. NIOGA reopened on Friday, June 5th.

Curbside delivery has been going well for the past 2 weeks. We initially offered pick up from 12 – 6pm but after an online survey we found that people preferred 10-4pm.

K. Mostyn presented our reopening plan starting June 15th. We will begin allowing the community into the building for 30 minutes, by appointment only. 15 people will be allowed in at a time and they must comply with our safety protocols and be screened for COVID-19 prior to entry. Curbside pickup will still be available to anyone who cannot or does not wish to enter the building. Patrons will be allowed to peruse the collection, use a computer, print, copy, fax, and get notaries. Social distancing stickers have been placed on the floor. Notices have been placed at the front doors and staff will be trained on new procedures. The library will be disinfected during the 30 minutes in between patron use. D. Schwert made a motion to accept the next step in reopening with the stipulation that staff are carefully monitored for illness and the library be closed and sanitized if anyone becomes sick. Should a staff member become ill, we will reevaluate allowing the public into the building. The motion was seconded by C. Kiebala and approved by all.

Our property at 218 North Ave looks awful. Houseman is mowing but the neighbors on the west side had two pine trees cut down and left the branches and debris on our property. C. Cooper has spoken with the property owner twice. Once to inform her that she needed to remove the branches and debris. C. Cooper informed her during the second call that if we had to pay someone to remove it, we would be sending her the bill for \$250 that was quoted to us by Houseman. She still has done nothing to remedy the situation. C. Kiebala made a motion to move have Houseman clean the yard and send the bill to the property owner. The motion was seconded by I. Mark and approved by all.

M. Klepp is doing a great job with the gardens this year.

S. McAllister is hard at work creating virtual summer reading programs. L. Pritchard has been creating and posting videos of story times and crafts online for patrons to participate in. Two of the videos were shown to the Board. All trustees approved and applauded the creativity and ingenuity of S. McAllister and L. Pritchard.

Beanstack is starting to get registrations. 17 adults and over 30 kids are already registered for summer programs.

C. Cooper requested to continue her health insurance after retirement. She will give the library a check for the monthly cost. The board felt this was acceptable.

This is C. Cooper's last board meeting as Director. The Board thanked her for her time and dedication to the library and community. They gave her a card and plate of cookies to show their appreciation.

The meeting was adjourned at 5:00 p.m.

The next Regular Board Meeting is July 13 at 4:00 p.m.

Respectfully submitted

K. Mostyn 6/10/2020