

The Community Library  
Board of Trustees Meeting  
October 8, 2020

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:05 p.m. Since the trustees were following the mandate of self-quarantine due to Covid 19, the meeting was held remotely via Zoom. Present: Ruth Ashworth, Harriet Berard, Linda Carpenter, Janice Clark, Virginia Downs, Ken Hotopp, Dee Neary, Janet Sand, John Scott, Julia Walter, Kim Zimmer. Excused: Fred Barnes.

Minutes:

Mrs. Neary made a motion, seconded by Ms. Carpenter, and was unanimously approved to accept the amended September 2020 minutes.

Director's Report:

Ms. Zimmer explained there is an additional \$5000 from the construction grant available. The items in the annex must be removed for the sprinkling company. Where and when must be determined.

A representative from TBS met with Ms. Zimmer to evaluate better use of the HVAC system. Ms. Zimmer has procured name badges for the new trustees.

The Lincoln Program started successfully on October 6. The next installment is scheduled for noon on October 15.

Ms. Zimmer reported that more patrons are coming into the library to use the computer and to check out items; rooms are still not available for meetings. Curbside service continues to be available.

Money from the MVLS census grant is still available. Ms Zimmer will be purchasing another chrome book and is planning additional hotspots.

The Friends of the Library book sale in the parking lot resulted in sales of \$800.

At the request of Schopeg, Ms. Zimmer has joined their board.

The trustees approved the purchase of "Empty Bowls" for the staff.

Ms. Babbage indicated that more viewers are becoming involved in her children's programs.

The relationship with Harmony Acres and The Studio of Arts and Crafts will continue for the remainder of the year.

Treasurer's Report:

Ms. Carpenter reviewed the expenses and income for January-September 2020.

Ms. Carpenter indicated that she had reviewed the current bills (due to the coronavirus the entire board was unable to do so). Ms. Walter made a motion, seconded by Mr. Scott, and was unanimously approved to pay the bills.

Committee Reports:

Finance:

Ms. Carpenter requested that the director's account be increased from \$500 to \$1000 (including a monthly replenishment as it is used). This proposal was unanimously approved.

Personnel:

The staff and Friends appreciation event is on hold until Covid is no longer an issue.

Policy:

The committee will be on hiatus until future notice.

**Long Range:**

The committee continues to organize the focus groups.

The Board of Trustees focus group will meet with Mr. Wade Abbott immediately following this meeting.

**Building:**

Ms. Clark announced the committee is investigating additional grants. Mr. Mays, architect, met with the committee and Ms. Zimmer to discuss future renovations.

**Reopening:**

Commencing the week of October 20, the library will expand its hours on Tuesday, Thursday, and Friday to 10:00-6:00. Saturday will remain 10:00 -1:00 and curbside service will continue.

**Unfinished Business:**

The sequence for clean-up of the annex will be determined after Ms. Zimmer meets with the sprinkling company.

**New Business:**

New lines are needed in the parking lot.

Halloween: No candy but Ms. Zimmer will request cone gift certificates from Stewarts.

**Important Dates:**

10/17 - Girl Scout cleanup of exterior

11/11 - Library closed for Veterans Day

11/12 - 1:00 p.m. Board of Trustee meeting

**Adjournment:**

Ms. Neary made motion, seconded by Ms. Carpenter, and was unanimously approved to adjourn at 2:25 p.m.

Submitted by Virginia Downs