

West Branch District Library

Board of Trustees Meeting

September 28, 2020 5 p.m.

Meeting called to order at 5 p.m. by president Michael followed by the pledge of allegiance. Members present: K. Michael, S. Jennings, S. Smith, T. Barnhart, K. Shirey, M. Durfee, Y. Mahl and director John Sheridan. Absent: R. Taylor, R. Dinse and J. Headings.

Agenda: S. Smith asked that we add to the agenda two items: the capacity of the library and future programming. T. Barnhart motioned to accept the agenda with additions, S. Jennings supported, all in favor. Motion passed.

Public Comment: None

Minutes of last meeting: On file. K. Michael motioned to accept the minutes of August 31, 2020 as presented. S. Jennings supported, all in favor, motion passed

Bills to pay: Director Sheridan explained some of the larger bills. Motion to accept and pay the current bills in total of \$4,345,08 was made by T. Barnhart, K. Michael supported, all in favor, motion passed.

Financials: On file. Review of revenue and expenditure status as of 8/31/2020. Motion to accept this report made by S. Smith, supported by S. Jennings, all in favor, motion carried.

Old Business: M. Durfee reported on the current status of the DDA recapture. All papers have been submitted and he is continuing to follow up. He forewarns us that it may take some time to get the money refunded but the equalization department also agrees that this money is owed.

New Business: Director states the policy committee met and reviewed and revised changes to our policy book. This is to be done every 5 years, we last did it in 2012. Policies changes were submitted to board as required, supported T. Barnhart, all in favor, motion to accept revised policies is carried. John explained that the current governor's order states we can have 25 patrons per 1000 sq. foot of space, with social distancing and masking. The library has approximately 9000 sq ft- including both floors. However, we need to look at less area as the circulation desk files, computers area etc. takes up some of that space. Currently we have approximately 30 people a day, give or take. As to programming, he and Lori are working on setting up some virtual and in person activities. Some networking discussion was held between board members, John and Lori with some good ideas brought up. Lori will continue to work on these. The Silent Auction is still being planned as that brings in a good amount of donations. This is being planned both virtual and in person. Items are now being requested.

Directors Report: John gave an update on current status of library. Introduction of our new page hired, Valerie Hilyard and a warm welcome to her. John is also looking into Zoom as contact for certain programs and meetings. They are also looking into a podcast for the children's storytime. Look for more announcements on