

Monday, October 19, 2020

(These minutes have not yet been approved by the Library Board of Trustees)

The meeting was called to order 2:00 p.m. by Board President Mary Nelson. Members present: Nelson, Townsend, Edwards, Theim and Waugh. Excused, David. Also present was Erin Foley, Library Director and Marylu Silka.

The meeting was properly announced. Motion to approve agenda by Edwards/Townsend. Motion carried.

Bills were circulated for review and initials.

Motion to approve the minutes by Waugh/Townsend. Motion carried.

Motion to approve financial report by Theim/Townsend. Motion carried.

**Treasurer's Report for September:** Balance forward 85,083.57; interest 204.95; Admin fees -100.74; gains/losses -1,834.91; balance 83352.87.

**Communications and reports:** Danna Peterson is now teaching and will be kept updated on library meetings. Edwards made notice that the Trustee Newsletter will now be sent electronically.

**SCLS Report:** Nelson attend meeting on September 24, 2020. Reviewed, Discussed and Approved for 2021: Budget and notes, Organizational Chart, Wage Grid (no increase), and System Plan. Approved agreement with Keller Inc. to build and design new headquarters.

**Director's Report:** Circulation up 455 from last month. Staff would like to continue with curbside pickup. Any way of staff keeping a tally sheet on reference calls and curbside check-outs and Facebook usage? You Tube keeps track of accounts of logins used for Story-Time. Please add to Director's Report.

Budget on track.

Quick Notes: Library now has evening hours on Wednesday. Library will be closed on November 11<sup>th</sup> for Veteran's Day in-service. Program will include digital presentation on health insurance for 2021 and annual safety training program. Silka and Foley are taking Studer training sessions, preparing performance standards for each job description. Performance reviews will be used who is eligible for new 5-year salary steps to begin February of 2021. Foley's evaluation will be done by Library Board. Library has all new computers for 2020, will receive training for wireless printing, waiting for maintenance help to install wiring for WiFi wireless port for coverage outside. A workroom window screen was torn and repaired by maintenance.

**Discussion and Action Items:**

- a. The levy increased this year from 1.3 % to 1.7 % (\$3,060). Motion made by Nelson/Edwards for the Library Board to accept the Administrative and Finance Committee's recommended 2021 Library budget, and for our Library Director to submit to the County Board. Motion carries.
- b. Discussed electronic and virtual voting procedures for an absent board member. Will do more research and discuss next month.
- c. Received a letter from the State Library of Oregon on their Pandemic procedures. SCLS delivery system may use 24 hour quarantine guidelines. They will meet October 20<sup>th</sup> to discuss. Library may want to

proceed with lay-out floor markings, directing patrons of browsing materials. Again, staff recommends keeping curb side pick-up and masks as extra precautions. To discuss more next meeting.

d. Update on library aide hiring procedure.

**Agenda items for future meetings:**

1. Add amendment to allow By-Laws to accept Electronic/Virtual vote. Also, to inquire about Proxy Voting with SCLS lawyer Mark Ibach.
2. Best practices for quarantine of library materials.
3. Student Aide hiring.
4. Theim and Nelson terms coming up.

Next meeting will be November 16 at 2:00 p.m. in the Adams County Community Center.

Motion to adjourn at 3:18 p.m. by Nelson/Theim. Motion carried.

Respectfully submitted,

Barbara Waugh,  
Acting Secretary