

**Minutes of Regular Meeting
October 12, 2020**

Call to Order/Roll Call

President Earl Thompson called the meeting to order at 6:30 PM at the library. Also present were Craig Albaugh, Dianne Allendorf, Ginni Yarbrough, Gloria Junge, John Cox, and library director Jenna Diedrich. Maria Rector was excused.

Citizen Comments

Consent Agenda

The motion was made and seconded to approve the minutes of the September 14, 2020 regular meeting with the correction of the name of the Friends membership chair to Betsy Hansen rather than Hanser, and the approval of the Bills Paid/Payable for 9/12/2020 – 10/9/2020. Motion carried.

Financial Report

Treasurer's Report

Craig reported that we have received the interest from the CDs that is now being directly deposited, and the interest check from Dupaco should be coming.

Friends

Library Director's Report

Jenna shared the library statistics for September 2020.

For the Per Capita Grant this year we need to go through the entire Serving Our Public Edition 4.0.

Chapter 2 – Governance and Administration

Long range strategic plan needed

Need to review policies on a regular basis

Library board members need to be sure to participate in local, state, regional, and national decision making that will benefit libraries and to attend conferences when fiscally possible

Orientation program for new board members in the process

Chapter 3 – Personnel

We do not have a salary schedule, but Jenna has worked on it. Some discussion occurred as to whether it was necessary for a library our size.

Chapter 4 – Access

We do not have a long range/strategic plan to address the first checklist item of having the right amount of space of the right kind.

Signage might not be completely in compliance with applicable federal, state, and local regulations, but we feel we have made all efforts in this regard. Requirements for sign sizes, heights, etc., should be looked into and a report developed that we have done so.

We are working on providing sufficient furnishings.

Parking lot lighting is currently a problem due to settings for time.

Chapter 5 – Building Infrastructure and Maintenance

This checklist will be addressed at the November meeting.

The motion was made at 6:57 PM to move the closed session to this time. The motion received a second and was carried.

The motion was made and seconded at 6:58 PM to enter closed session for discussion of pending or probable litigation against, affecting or on behalf of the public body and for the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body. Motion carried.

The board returned to regular session at 8:37 PM at which time the motion was made and seconded to provide the library attorney, Terry Kurt, with the recorded interviews and applicable closed session minutes as requested by attorney Brian Armstrong. Motion carried.

The board returned to reviewing *Serving Our Public* at this time.

Chapter 6 – Safety

Need to address #7 Emergency equipment such as electric, gas, and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.

#8 Safety of patrons and staff is paramount in an emergency. If there is time to consider property, a prioritization list shows what should be salvaged in order of importance.

#10 The library has a procedure such as a phone tree for letting staff know when it is unsafe to enter the library building.

#16 Copies of the emergency manual and disaster plan are provided to community safety personnel.

#17 Policy for the use and guidelines including real time access, archived access, and records retention for security cameras

Should have a second AED for downstairs

Chapter 7 – Collection Management

All areas in compliance

Chapter 8 – System Member Responsibilities and Resource Sharing

All areas in compliance

The board should read the remaining chapters and appendices for the November meeting and bring questions/concerns.

COMMITTEES

Building & Grounds

Top Notch has taken care of the drain with only replacing the floor tile remaining.

D & D has removed the old boiler.

Exterior work on the library will not get done this year. Ginni is hoping to get estimates for next year. Prices should not be too different as the work is mostly labor and not much material. The window glazing and painting will also not get completed this year. Earl will wrap the 2 chimneys for winter so that no more damage occurs.

Once Jenna is back at work the conservator for the downstairs fireplace will be contacted to come to the library.

Earl is working on getting an estimate for the egress window downstairs.

Digitization Plan

The original plan was to allow patrons to use the original papers until digitization of all was complete. Staff and some patrons are concerned as to the fragility of some papers and the way in which they are handled by some patrons. Discussion was entertained as to whether or not we limit usage or what other options we might have. Earl suggested that we send all the rest of the papers to be digitized. Ginni questioned Jenna as to what financial resources we had available. There is \$18,500.00 in the budget which would be matched for a total of \$37,000.00. Ginni also was not sure how many papers Northern Micrographics would take in a batch. It was the board's feeling that we get as many years done as possible as quickly as we can. Jenna will figure out exactly what is in the budget and Ginni will talk with Colleen at Northern Micrographics about how many they are able to take at one time. Staff will assess the papers to see which can still safely be used by patrons.

Finance

The Levy draft will be available at the November meeting.

Human Resources

Policy

The board discussed the Administrative Succession Plan which addresses both short term and long term planned and unplanned absences of the library director. A short term absence would be 90 days or less and a long term beyond that and possibly permanent.

As the policy committee met less than 10 days before the board meeting this item also appears under Unfinished Business and action will not be taken at this evening's meeting.

In Part A, the word "senior" was taken out of the first sentence of the 2nd paragraph. The pronouns "her/his" will be changed to "their" where used throughout the document. In Part B, in the third paragraph following the section "Skills and experiences an Interim Library Director needs:" the work "If" was taken out. The "Contacts" section on the last page would be filled in by the library director.

Earl was not sure that the document met our needs in terms of what he saw as needed after the previous unplanned absence of the director and what occurred at that time. John stated that it is impossible to cover all possible scenarios and the committee felt this plan was comprehensive in meeting our needs. The document will be brought up for adoption at the November meeting.

New Business

Items for Next Agenda

Succession Plan

Levy

Serving Our Public

Motions, Resolutions, Ordinances**Announcements****Adjournment**

The motion was made and seconded to adjourn the meeting at 9:33 PM. Motion carried.

Next Meeting

The next meeting will be held on **November 9, 2020 at 6:30 PM** at the library.

Respectfully submitted,

Dianne Allendorf

Secretary