

Whitesville Public Library
Meeting Minutes April 21st, 2020

The Zoom meeting was called to order at 7:07 PM, with Karen Smith, Joanna Clark, Kristi Garis, Kerry West, Sue Ellison and Sandy Knowles in attendance. [Due to technical problems, Sandy left the meeting at 7:28].

Director's Report

- The Board agreed to pay Alvin King \$25 per mow, using funds left over from outside winter maintenance. Joanna will meet with him to show him where weeding and trimming are necessary.
- The Library will not have a float in this year's Memorial Day Parade, but will pass out candy if the parade does take place.
- The Board agreed to allow Karen to designate 1½ -2 months of the book budget to ebooks.
- We decided to wait to make a decision on whether to cancel Chris Johnson's performance, scheduled for 7/15/20.
- The WPL will not apply for financial assistance from the CARE Act.
- We will not be hiring professional cleaners to deep clean the library before reopening, but instead will look to the staff, board and volunteers for this.
- While closed, the Library will not be offering curbside delivery and will not be mailing items to patrons.
- The board discussed what to do in terms of protecting the staff and the public when it does reopen. We will explore the use of plexiglass around the Director's desk, and may set temporary limits on patrons' use of public computers. We agreed to buy an instant thermometer for checking staff.

Kristi motioned to accept the Director's Report and Sue seconded.

Kristi motioned to accept the minutes from the April 3rd Special Board meeting and Sue seconded.

Monthly Financial Report for February and March

Kristi motioned to accept the report and Sue seconded the motion.

Bills for review: None

Budget Committee Report: Nothing to report.

Building and Maintenance Report: Nothing to report

Fundraising Report: Nothing to report

Policies and Procedures Report:

The Board agreed to reimburse staff for out-of-pocket expenses, such as printer ink and paper, while working from home. The Board also accepted the Social Media Policy. Sue motioned to accept the report and Sue seconded.

Old Business: Nothing to report

New Business:

The Library's Long Range Plan of Service expired at the end of 2019. The Board was asked to review the current plan before the next meeting and to notify Karen whether or not we need revisions.

The next meeting is scheduled for May 19th, 2020.

The meeting adjourned at 8:17 PM. Kristi motioned to adjourn and Kerry seconded the motion.