

Virtual Library Board Meeting Minutes
Thursday March 26, 2020
7:00 am

Due to the COVID-19 pandemic, the Library Board will hold its meeting as a virtual meeting. The Library Board will **not** meet at the Library. Rather, members of the Library Board and staff will join the meeting by using GoToMeeting via a computer, tablet, or smartphone, or by calling into the meeting using their phones, as described immediately below.

Members of the public can also join the meeting by using GoToMeeting via a computer, tablet, or smartphone, or by calling into the meeting using their phones, as described immediately below.

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Present: Boyden, Bullette, Craft, Leary, Ott, Salerno, Director Williams

Absent: Jackson

Guests: Alyssa Gross (Village of MH). There were 2 unidentified sign-ins during the virtual meeting

Motion to Approve Minutes from February 20, 2020 was made

Motion was seconded

Result of Vote-all in favor

Treasurer's Report: All bills are Approved; Endowment Fund balance was \$201,349 at beginning of year; balance is now \$158,000 due to market decline: down 21%

Director's Report (SEE ATTACHED)

- Community members are encouraged to email questions/concerns to the library at mhpl@mounthorebwi.info and staff will respond. Encouraging customers to make contact thru email. SCLS will remain closed until April 24. Can Jessica keep going in to work to keep an eye on things. Yes. Lifting restrictions on getting Library cards so people can access digital collections

Review and Discuss

- Library as polling location, Alyssa Gross spoke to consolidating the polling place to one location, gov't does not need to comply with 10 person rule, will have sanitizing station, a volunteer will open exterior doors, village public services dept will clean everything down the next day, may use meeting room for registration, use fridge in meeting room for polling worker lunches
- Capital Expenditures- installers coming for controllers next week, Viebecher estimate for expanding parking lot for 32 additional parking spaces \$98,000, North side emergency entrance \$25-30,000, joint programming room \$600-675,000, lactation room \$60,000, \$18,000 for gender neutral bathroom; Envisionware is recommended vendor for new self-checkout \$19,200 including training, 3 machines and 5 licenses; full-size shelving unit behind help desk, would fit inclusive services goals for large print and allow space for new Spanish collection \$5,913; Zweifel bid is \$3000 for upgrading lighting. Envisionware, shelf unit and lighting upgrade to come from Fund Balance
- 2020 Adjacent County Reimbursement Requests (SEE ATTACHED)
- Discuss re-allocating collection budget from physical materials to digital materials (additional Hoopla funding) could promote virtual book club and staff could use for virtual programming

Motion to approve use of Library as the polling location for the April election

Motion was seconded

Result of Vote: Motion carries 5-1 Ott -yes, Bullette-yes, Boyden-no, Craft-yes, Leary-yes, Salerno-yes

Motion to approve expenditures for new Shelving unit, Lighting and new Envisionware self-checkouts from existing Fund Balance

Motion was seconded

Result of Vote-motion carries unanimously

Motion to approve 2020 Adjacent County Reimbursement Requests

Motion was seconded

Result of Vote-motion carries unanimously

Motion to re-allocate collection budget from physical materials to digital materials using \$5,762.77 of Kindlund bequest money for Hoopla was made

Motion was seconded

Result of Vote- motion carries unanimously

Future Agenda Items capital expenditures (additional exit and parking lot expansion)

Motions

- Motion to approve updated Meeting Room Reservation Form
- Motion to approve Active Shooter Procedure
- Motion to approve Social Media Policy
- Inclusive Services Assessment and Guide
- Computer Policy

Motion to Adjourn at 8:07 am

Motion was seconded

Result of Vote -motion carries unanimously