

Virtual Library Board Meeting
Thursday October 22, 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 Zoom 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 Zoom via a computer, tablet, or smartphone, or by calling into the meeting using their phones, as described immediately below.

Topic: **Virtual Library Board Meeting** Time: Oct 22, 2020 07:00 AM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/6957671486?pwd=aEp0dGRhWGpVQnp2RG11blpydHYyUT09>

Meeting ID: 695 767 1486 Passcode: 081540

One tap mobile +13126266799,,6957671486#,,,,,0#,,081540# US (Chicago)

+19292056099,,6957671486#,,,,,0#,,081540# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

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Meeting ID: 695 767 1486 Passcode: 081540

Find your local number: <https://us02web.zoom.us/j/6957671486?pwd=aEp0dGRhWGpVQnp2RG11blpydHYyUT09>

Present: Bullette, Craft, Kuse, Leary, Ott Salerno and Director Williams

Absent: Boehnen

Motion to approve Minutes from September 24, 2020 was made

Motion was seconded

Result of Vote- all in favor

Treasurer's Report:

Approval of library bills -all approved, the Library is running well under budget again

1 pay application due on bathroom project

Endowment Fund update balance is \$208,000, was \$202,000 at beginning of the month, was \$201,000 at beginning of year

Director's Report – Final punch list sent in and approved; Dec 5, 10 am until noon, will be drive up Santa at Grundahl Park; all employee evaluations complete; moving to 48-hour quarantine period for direct return materials (Public Health has approved a 24-hour quarantine, but not all libraries are adopting this policy right away); staff input is important under inclusive services policies and staff were consulted on the change in quarantining decision

Review and Discuss

- Closing library services on Election Day and day after elections (Nov. 3, Nov. 4)-have employees work at home on Nov 3 and 4th; Public Works will do extra cleaning
- Policies for revision:
 - Social Media Policy-cannot take down comments unless it is hate-speech
 - Donor form- proposed form was reviewed, discussed and approved by consensus
- Employee Guidelines updates for 2020-Kuse questioned the direct line connect between Lib Bd Director and Village Administrator update with dotted line rather than solid line
- Begin work on Director's Evaluation-Personnel Committee is Leary, Bullette and Salerno, they will set up dates after today's meeting
- Library Board bylaws-several more edits were made and will be reviewed at November meeting
- Inclusive Services Assessment and *Guide-complete the Governance and Administrative sections (sections 1 and 2) for the November meeting (use the electronic document that looks like a WORD doc but allows automatic scoring)*

Motions:

Motion to approve closing all library services on Election Day (Nov. 3rd) and the day after elections (Nov. 4th) for cleaning was made

Motion was seconded

Result of Vote-all in favor

Motion to approve Social Media Policy was made

Motion was seconded

Result of Vote-all in favor

Motion to approve 2020 updates to Employee Guidelines with additional update to Organizational Chart showing a dotted line between Village Administrator and Library Director and reference to Ch 43 was made

Motion was seconded

Result of Vote- all in favor

Future Agenda Items

- Inclusive Services Assessment and Guide Sections 1 and 2
- Endowment investments
- Bylaws
- Director Evaluation

Next meeting is November 19 plan for a 2-hour meeting

Motion to Adjourn made at 8:02 am

Motion was Seconded

Result of Vote-All in favor