

**MINUTES OF THE REGULAR MEETING
BOARD OF TRUSTEES
TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
OFF-SITE ELECTRONIC MEETING
JUNE 8, 2020**

PRESENT: Treasurer Stephanie Butler, Secretary Kelly Gagne, Trustees Heidi Casburn, and Elizabeth Olson. Library Director Emily Hoffman.

ABSENT: President David Burroughs, Vice-President Aimee Miller, and Trustee Phil Albano.

ALSO PRESENT: Staff Members Sue Austin, Tim Fitzpatrick, Karen Flamand, Suzann Gemini, Kathleen Hansen, Dwayne Nelson, Kathy Semrick; Friends of the Library President Joan Hansen.

LATE ARRIVALS: President Burroughs, Vice-President Miller.

I. CALL TO ORDER

Treasurer Butler called the Regular Meeting of the Board of Trustees of the Town and Country Public Library District to order at 7:20 p.m.

II. ROLL CALL

Treasurer Butler requested the roll be called. A quorum was present.

III. ADDITIONS TO THE AGENDA

None.

IV. ADOPTION OF THE AGENDA

Trustee Casburn moved to **adopt the agenda as amended.** Secretary Gagne seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: Albano, Burroughs, Miller ABSTAIN: NONE

MOTION CARRIED

V. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)

Minutes for the Regular Sessions of the Special Meetings on 4/21/2020 and 5/26/2020 were discussed. It was agreed to add a note above the signature line of the 4/21/2020 minutes to indicate that they were transcribed from video and audio recording of the meeting.

Treasurer Butler moved to **approve the Regular Session Minutes of 4/21/2020 as amended.** Trustee Olson seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: Albano, Burroughs, Miller ABSTAIN:Gagne

MOTION CARRIED

Vice President Miller joined the meeting at 7:25 p.m.

Trustee Casburn moved to **approve the Special Session Minutes of 5/26/2020 as written.** Vice-President Miller seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: Albano, Burroughs ABSTAIN: Olson

MOTION CARRIED

VI. PUBLIC COMMENT

None.

VII. FRIENDS OF THE LIBRARY

President Hansen has asked Director Hoffman to notify the Friends in advance of the library re-opening for foot traffic so that the Book Nook can be prepared. Additionally, donations are to be discouraged at this time and will be quarantined upon receipt once they are being accepted again. The Friends of the Library did not hold their May meeting, but President Hansen is in regular contact with other Friends' members, who all look forward to the gradual re-opening of the Library.

VIII. TREASURER'S REPORT

The first installment of Real Estate Taxes came in with larger than expected numbers, possibly due to the new construction in the district. Expenditures continued to be down in May. Treasurer Butler advised the Board there was \$303,353.06 cash on hand on May 31, 2020. Treasurer Butler **moved to approve the Treasurer's Report for May 2020, and to enter the trial balance ending May 31, 2020, into the public record.** Secretary Gagne seconded the motion.

AYES: ALL

NAYS: NONE

ABSENT: Albano, Burroughs

ABSTAIN: NONE

MOTION CARRIED

IX. LIBRARY DIRECTOR'S REPORT

The Library Director's report was reviewed, including the following topics:

General:

- Audit dates have been scheduled and Library staff will work with Sikich over the summer in advance of the fall audit.
- RAILS is planning to resume delivery June 29th with a 7 day quarantine in place.
- Increased patron questions are being fielded regarding when the Library will be reopening for patron visits.

Staff & Volunteers:

- Staff has been scheduled back in the building as of June 1st.
- Curbside pick-up will start June 10, 2020.
- It is recommended that extremely limited walk-in service resume on July 6th, 2020.
- Volunteers will return to the Heritage Center soon.

Building:

- Safety shields have been added to the desk computers.
- Signage has been prepared for curbside service as well as the next phase allowing limited patron visits.
- Various necessary supplies have been received, including PPE, hand sanitizer, and disinfectant wipes for reopening the building and resuming patron services.
- The Library is continuing to adjust the re-opening plan in response to updated recommendations and information. Staff and Patron safety is the top priority and all decisions regarding reopening will be made with this in mind.
- Roof leakage has been an issue again in the vestibule area and is being monitored.

Programming:

- Virtual summer reading started on June 5th for all patrons and staff.
- Digital program guide is available on the website with many offerings for various segments of the community.

Community & Outreach:

- Staff has discussed ways to communicate with patrons regarding questions and concerns related to the phased reopening, summer reading program, and programming offerings.
- The Library is working to help educate and inform the community regarding issues of Social Justice and to foster discussions.

Dwayne Nelson has curated reading lists for both Youth and Adult populations and the lists will go online shortly.

Collection:

- Material purchasing and shipments will resume on a more regular basis going forward. Tech staff will be in the building to help process materials.
- (2) generous memorial donations have been received, one going to benefit the Heritage Center.
- Certain materials will not be available for checkout during the curbside service, such as board games.

President Burroughs joined the meeting at 7:36 p.m.

X. LIBRARY STAFF REPORTS

None.

XI. COMMITTEE REPORTS

1. Personnel – None.
2. Policy – None.
3. Finance -- None.
4. Building and Grounds – None.

XII. APPROVAL OF LIBRARY HOURS, HOLIDAY CLOSING DATES, AND BOARD MEETING DATES

Library hours, Holiday closing dates, and Board meeting dates for the coming year were discussed. The schedule and hours for the Library in the coming year will be consistent with previous years. It is acknowledged that there is some uncertainty regarding the Presidential election in November and adjustments may need to be made accordingly. Treasurer Butler **moved to approve the Library Hours, Holiday Closing Dates, and Regular Board Meeting Dates as proposed.** Trustee Olson seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: Albano ABSTAIN: NONE

MOTION CARRIED

XIII. APPROVAL OF NON-RESIDENT LIBRARY CARD PARTICIPATION POLICY

The Non-Resident Library Card Participation Policy has been revised, but the fee structure is consistent with current policy. Secretary Gagne **moved to approve the Non-Resident Library Card Participation Policy as proposed.** Trustee Casburn seconded the motion.

AYES: ALL NAYS: NONE
ABSENT: Albano ABSTAIN: NONE

MOTION CARRIED

XIV. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LITIGATION

At 8:01 p.m. Treasurer Butler moved to **go into Executive Session to discuss items relating to personnel and litigation and to reconvene to take action.** Trustee Olson seconded the motion.

ROLL CALL VOTE:

AYES: Burroughs Butler
Casburn Gagne
Miller Olson

NAYS: NONE

ABSENT: Albano ABSTAIN: NONE

MOTION CARRIED

At 8:10 p.m. Trustee Casburn moved to **reconvene to the Regular meeting to take action.** Treasurer Butler seconded the motion.

AYES: ALL NAYS: NONE
ABSENT: Albano ABSTAIN: NONE

MOTION CARRIED

Treasurer Butler moved to **approve the Executive Session minutes of the Special meetings of April 21, 2020, as amended, and May 26, 2020, as written.** Trustee Olson seconded the motion.

AYES: ALL NAYS: NONE
ABSENT: Albano ABSTAIN: Gagne

MOTION CARRIED

XV. APPROVAL OF SALARIES EFFECTIVE JULY 1, 2020

Treasurer Butler moved to **approve the Pay Grade Assignments and Salary and Wage Recommendations for July 1st, 2020, as written.** Trustee Olson seconded the motion.

ROLL CALL VOTE:

| | | |
|----------------|------------------|----------------------|
| AYES: | Burroughs | Butler |
| | Casburn | Gagne |
| | Miller | Olson |
| NAYS: | NONE | |
| ABSENT: | Albano | ABSTAIN: NONE |

MOTION CARRIED

XVI. OLD BUSINESS

None.

XVII. NEW BUSINESS

None.


XVIII. ADJOURN

Trustee Olson moved to **adjourn the meeting.** Trustee Casburn seconded the motion.

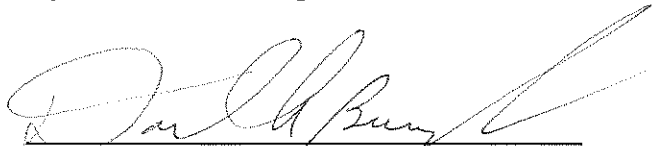
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|----------------|---------------|-----------------|-------------|
| AYES: | ALL | NAYS: | NONE |
| ABSENT: | Albano | ABSTAIN: | NONE |

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 8:15 p.m.



Kelly Gagne, Secretary



David Burroughs, President