

AYES: ALL NAYS: NONE

ABSENT: Casburn, Miller ABSTAIN: Olson

MOTION CARRIED

VI. PUBLIC COMMENT

Kathy Semrick informed the Board that Ron Alms had approached her about installing a bench on the Library grounds in honor of Mary Lynn Alms, the former long term Director of the Library. He has previously installed a bench in Maple Park and would like to have one installed at the Library to honor Mary Lynn Alms. The consensus of the Board was that this is a very welcome idea. President Burroughs will walk the Library grounds with Ron Alms and Kathy Semrick to identify a suitable location for the bench and bring it back to the board for final approval.

VII. FRIENDS OF THE LIBRARY

The Friends has received approval to begin accepting donated materials from patrons, to follow the same quarantine rules in place for returned material. The donated material will be quarantined in the back room of the Library. Donations will be accepted for drop-off at the Library or patrons can contact Joan Hansen, Friends President, for pick-up.

VIII. TREASURER'S REPORT

Real Estate Taxes received in July totaled \$172,29.82. A Private Foundation Grant (Erickson) of \$2,000.00 was received. Expenditures were down in July, in line with budget goals. As this marks the beginning of the new Fiscal Year, the working budget will be reviewed and adjusted based on the amount of funding received once the September Real Estate Tax installments are received. Treasurer Butler will begin investing some of the cash on hand in CDs. Treasurer Butler advised the Board there was \$746,091.66 cash on hand on July 31, 2020. Treasurer Butler **moved to approve the Treasurer's Report for July 2020, and to enter the trial balance ending July 31, 2020, into the public record.** Trustee Albano seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: Casburn, Miller ABSTAIN: NONE

MOTION CARRIED

IX. APPROVAL OF INSURANCE RENEWAL

Workman's Compensation, Liability, and Crime insurance coverage for the Library was discussed. The proposals received for renewal of the

Library's existing policies reflect a slight increase in premium for equivalent coverage.

Trustee Olson **moved to renew the Library's Insurance policies as proposed.** Treasurer Butler seconded the motion.

ROLL CALL VOTE:

AYES: **Albano** **Burroughs**
 Butler
 Olson **Gagne**

NAYS: **NONE**

ABSENT: **Casburn, Miller** **ABSTAIN: NONE**

MOTION CARRIED

X. LIBRARY DIRECTOR'S REPORT

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

- IPLAR was submitted well in advance of the September deadline.

Staff & Volunteers:

- All staff have been asked to complete a new state-required sexual harassment prevention training.
- Staff are asked to do a daily Coronavirus self-assessment online prior to heading to the Library before every shift.

Building:

- The Library is currently stocked with adequate supply of PPE and cleaning supplies.
- All patrons, staff, trustees, volunteers, etc. are asked to wear a face mask inside our library building.
- We have updated our material quarantine time to 4 days (previously 3) in accordance with newly published data from the REALM study.
- The garage windows in Heritage Center will be replaced this month due to safety and pest concerns.

Programming:

- Department Heads will continue to provide virtual programs solely in September. Programming status and locations to be determined after September.
- We will be including a new programming handout in all checkouts to reach patrons that may not see updates online.

Community & Outreach:

- Discussed strategies with staff for promoting voter registration and the upcoming election. Also re-visited the topic of Census promotion now that the deadline is September 30th.
- Discussed strategies for connecting with families that may be homeschooling for the first time this fall .

Collection:

- According to an E-Content report from RAILS, e-book usage has increased overall for libraries during the pandemic. Audiobook usage has increased slightly.
- The library edition of the Ancestry database also saw a large increase in use overall. RAILS may consider a group purchase to allow continued remote access to Ancestry.

XI. LIBRARY STAFF REPORTS

Staff submitted monthly reports.

XII. COMMITTEE REPORTS

1. Personnel – None.
2. Policy – Parental Leave Policy needs to be drafted.
3. Finance -- None.
4. Building and Grounds – None.

XIII. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LITIGATION

At 7:55 p.m. Trustee Albano moved to **go into Executive Session to discuss items relating to personnel and litigation and to reconvene to take action.** Secretary Gagne seconded the motion.

ROLL CALL VOTE:

AYES:	Albano	Burroughs
	Butler	Gagne
	Olson	

NAYS: NONE

ABSENT: Casburn, Miller ABSTAIN: NONE

MOTION CARRIED

At 8:04 p.m. Secretary Gagne moved to **reconvene to the Regular meeting to take action.** Treasurer Butler seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: Casburn, Miller ABSTAIN: NONE

MOTION CARRIED

Trustee Albano moved to **approve the Executive Session minutes of the Regular meeting of July 13, 2020, as written.** Treasurer Butler seconded the motion.

AYES: ALL NAYS: NONE

ABSENT: Casburn, Miller ABSTAIN: Olson

MOTION CARRIED

XIV. OLD BUSINESS

None.

XV. NEW BUSINESS

The addition of a bench to be erected for Mary Lynn Alms will be added to the agenda for the September Regular Board Meeting scheduled for September 14, 2020. Include wording referencing Mary Lynn Alms' long and significant tenure at the Library.

XVI. ADJOURN


Trustee Olson moved to **adjourn the meeting.** Secretary Gagne seconded the motion.

AYES: ALL NAYS: NONE

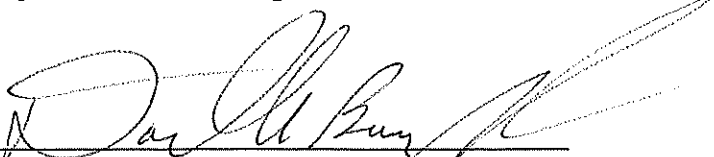
ABSENT: Casburn, Miller ABSTAIN: NONE

MOTION CARRIED

The Regular Meeting of the Board of Trustees of the Town and Country Public Library District was adjourned at 8:07 p.m.



Kelly Gagne, Secretary



David Burroughs, President