

## Elizabeth Titus Memorial Library Board of Trustees Minutes

### 1. Call to Order

- Meeting called to order by: Erin Wade (Vice-President)
- Meeting Location: Zoom – Remote Meeting (COVID-19 restrictions)
- Meeting Date: 04-28-2020
- Time of Call to Order: 16:30

### 2. Roll Call

- Officers in Attendance: Mike McLaughlin(Secretary),  
Erin Wade (Vice-President)
- Trustees in Attendance: Ann Short, Jennifer Love, Ellen Feeler,  
Kathy Price
- Trustees Absent: Lynn Elder, Cheri Rich, Nancy Elder
- City Employees in Attendance: Michelle Nolen (Library Director)

### 3. Review/Approve minutes of previous board meeting:

- Date of previous minutes: 02-25-2020
- Motion made to: Approve minutes as presented
- Motion made by: Ann Short
- Motion Seconded by: Ellen Feeler
- Aye Votes: Mike McLaughlin, Erin Wade, Ann Short,  
Jennifer Love, Ellen Feeler, Kathy Price
- Opposed Votes: None
- Result: Motion Carried

### 4. Approve/Disapprove Treasurer's report and payment of bills:

- Motion made to: Approve treasurer's report and payment of bills
- Motion made by: Mike McLaughlin
- Motion Seconded by: Kathy Price
- Aye Votes: Mike McLaughlin, Erin Wade, Ann Short,  
Jennifer Love, Ellen Feeler, Kathy Price
- Opposed Votes: None
- Result: Motion Carried

- Motion Made to: Approve the budget for fiscal year 2020-2021
- Motion made by: Mike McLaughlin
- Motion Seconded by: Jennifer Love
- Aye Votes: Mike McLaughlin, Erin Wade, Ann Short, Jennifer Love, Ellen Feeler, Kathy Price
- Opposed Votes: None
- Result: Motion Carried

5. Public forum acknowledgement:

- None present on the Zoom meeting (meeting was posted at library and web page)

6. Librarian's report:

- Presented by: Michelle Nolen (Library Director)

Discussions:

- February submitted Traffic Survey to ILLNET.
  - How to continue the Summer Reading program during COVID has been discussed. The current thought is doing "Virtual" sessions with possible packet pickup.
  - Cardboard Box Challenge had seventy-five people participate at the library (prior to closure).
  - The baby chickens all hatched (six chicks).
  - The library had twenty-five people show up for the American Girl Doll party.
  - The library had twenty-one people show up for Dr. Seuss's birthday party.
  - We were having good participation until the COVID closure.
  - No National Library Week activities. Prizes will be saved for future activities.
- Possible make up date.
- Laura has been reading both picture books and chapter books on Facebook since the closure.
  - Home schooling, Pre-K, and Crazy 8's programs ended after closure.
  - Door monitors are installed. Still averaging about 190 patrons a day at the library.
  - Summer programs are likely to be moved to YouTube and Zoom.
  - The library applied for a Project Next Generation Grant.
  - Added Tumble Books (online kid's books). Free for now (\$800 after year one).

- Motion made to: Approve librarian's report
- Motion made by: Ann Short
- Motion Seconded by: Ellen Feeler
- Aye Votes: Mike McLaughlin, Erin Wade, Ann Short, Jennifer Love, Ellen Feeler, Kathy Price
- Opposed Votes: None
- Result: Motion Carried

7. Old business:

No Old Business

8. New business:

- Will the Library increase/decrease fees for non-resident cards.

- Motion made to: Keep non-resident cards at \$50.00
- Motion made by: Mike McLaughlin
- Motion Seconded by: Kathy Price
- Aye Votes: Mike McLaughlin, Erin Wade, Ann Short, Jennifer Love, Ellen Feeler, Kathy Price
- Opposed Votes: None
- Result: Motion Carried

- Approve/Disapprove the library's Tech Plan

- Motion made to: Approve the Tech Plan as presented
- Motion made by: Jennifer Love
- Motion Seconded by: Ellen Feeler
- Aye Votes: Mike McLaughlin, Erin Wade, Ann Short, Jennifer Love, Ellen Feeler, Kathy Price
- Opposed Votes: None
- Result: Motion Carried

- Approve/Disapprove the library's new Social Media Policy

- Motion made to: Approve the Social Media Policy as presented
- Motion made by: Mike McLaughlin
- Motion Seconded by: Kathy Price
- Aye Votes: Mike McLaughlin, Erin Wade, Ann Short, Jennifer Love, Ellen Feeler, Kathy Price
- Opposed Votes: None
- Result: Motion Carried

- Approve/Disapprove the library's Emergency Manual
- Motion made to: Approve the Emergency Manual changes
- Motion made by: Ann Short
- Motion Seconded by: Jennifer Love
- Aye Votes: Mike McLaughlin, Erin Wade, Ann Short, Jennifer Love, Ellen Feeler, Kathy Price
- Opposed Votes: None
- Result: Motion Carried

9. Other business:

- Board members may consider a policy that would allow the library director to continue to pay bills in the absence of a board vote (when the board can't meet). It may also be written into the by-laws. Since the City Council meets twice a month, simply moving our meeting would not allow for a vote to pay bills prior to both meetings. This topic will be brought up again at a later meeting.

10. Adjournment:

- Motion made to: Adjourn
- Motion made by: Mike McLaughlin
- Motion Seconded by: Kathy Price
- Aye Votes: Mike McLaughlin, Erin Wade, Ann Short, Jennifer Love, Ellen Feeler, Kathy Price
- Opposed Votes: None
- Result: Motion Carried

Meeting adjourned at: 17:03

These minutes respectfully submitted by:

Mike McLaughlin (Secretary)

