

Elizabeth Titus Memorial Library Board of Trustees Minutes

1. Call to Order

- Meeting called to order by: Erin Wade (President)
- Meeting Location: ETML Event Room (to observe social distancing)
- Meeting Date: 09-29-2020
- Time of Call to Order: 16:29

2. Roll Call

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

3. Review/Approve minutes of previous board meeting:

- Date of previous minutes: 08-25-2020
- Motion made to: Approve minutes as presented
- Motion made by: Mike McLaughlin
- Motion Seconded by: Lynn Elder
- Aye Votes: Mike McLaughlin, Erin Wade, Kathy Price, Ellen Feeler, Ann Short, Lynn Elder, Ann Short, Jennifer Love
- Opposed Votes: None
- Result: Motion Carried

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

- Date of previous minutes: 09-01-2020 (Special Meeting - Open)
- Motion made to: Approve minutes as presented
- Motion made by: Ann Short
- Motion Seconded by: Jennifer Love
- Aye Votes: Mike McLaughlin, Erin Wade, Kathy Price, Ellen Feeler, Ann Short, Lynn Elder, Ann Short, Jennifer Love
- Opposed Votes: None
- Result: Motion Carried

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

- Date of previous minutes: 09-01-2020 (Special Meeting - Closed)
- Motion made to: Keep closed minutes closed until needed review.
- Motion made by: Ann Short
- Motion Seconded by: Mike McLaughlin
- Aye Votes: Mike McLaughlin, Erin Wade, Kathy Price, Ellen Feeler, Ann Short, Lynn Elder, Ann Short, Jennifer Love
- 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: Jennifer Love
- Motion Seconded by: Ellen Feeler
- Aye Votes: Mike McLaughlin, Erin Wade, Kathy Price, Ellen Feeler, Ann Short, Lynn Elder, Ann Short, Jennifer Love
- Opposed Votes: None
- Result: Motion Carried

5. Public forum acknowledgement:

- None present

6. Librarian's report:

- Presented by: Michelle Nolen (Library Director)

Discussions:

- The new handicap accessible doors have about a six-week lead time (Oct. 7th?).
- Amazon canceled our USA Today subscription, due to needing a "person's name" on the address instead of the library name. Michelle changed the account to simply read Elizabeth Titus to get the subscription reinstated.
- October 22nd will be an open house for the idea lab from 14:00 to 16:00.
- Scratch class started today. Part of the Project Next Generation grant. There will be a showcase after the open house to demonstrate what was learned.
- Remote learning had seven students in the first class and ten signed up for this Thursday and Friday.
- Preschool class had no students signed up yet. Will reevaluate in a month or so.
- Homeschool classes started last Thursday with seventeen students.

- The State Governor made election day a state holiday for this year. It is possible that the library will be closed on that date (decision is pending).
- Motion made to: Approve librarian's report
- Motion made by: Lynn Elder
- Motion Seconded by: Ann Short
- Aye Votes: Mike McLaughlin, Erin Wade, Kathy Price, Ellen Feeler, Ann Short, Lynn Elder, Ann Short, Jennifer Love
- Opposed Votes: None
- Result: Motion Carried

7. Old business:

- Karen Reed was approved to take Cheri Rich's spot on the library board by the City Council last week.
- Karen Reed swore her library board trustee oath and became an official member of the library board.

8. New business:

- New part-time employee Kyle Cody started working on 09-08-20 and needs to be approved retroactively to that date.
- Motion made to: Approve Kyle Cody as new P/T back to 09-08-20
- Motion made by: Ellen Feeler
- Motion Seconded by: Mike McLaughlin
- Aye Votes: Mike McLaughlin, Erin Wade, Kathy Price, Ellen Feeler, Ann Short, Lynn Elder, Ann Short, Jennifer Love, Karen Reed
- Opposed Votes: None
- Result: Motion Carried

9. New business:

- Review of the "Serving our Public" module and changes to first two chapter. We may need to look into bonding staff responsible for finances. This may be covered at a City level though.
- Chapters three and four will be covered at the next meeting.

10. Adjournment:

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

Meeting adjourned at: 16:47

These minutes respectfully submitted by:

Mike McLaughlin (Secretary)

