**Eureka Public Library Board of Trustees Regular Meeting**

**Date: April 27, 2020**

The meeting was called to order by President Don Whitman at 7:04pm.

**Members present: Members absent:**

Don Whitman

Tim Martin

Sandi Sylvester

Robin Robinson

Lisa Reinmann

Jane Burke

Marjorie Crowe (via computer)

**Staff Present:**

Ann Reeves

**Minutes:**

It was moved by Trustee Martin and seconded by Trustee Reinmann

to approve the minutes from the regular meeting held February 24, 2020

The motion carried unanimously.

**Financial report and approval of expenditures:**

It was moved by Trustee Martin

and seconded by Trustee Reinmann

to approve the financial report from the months of February and March

and payments for the amount of $36,529.79 and $32,850.14.

**Committee Reports:**

Finance: Trustee Martin reported we are 75% of the way through the fiscal year and have spent 58% of the budget.

Building: Trustee Sylvester reported Angela would like to replace the cabinets and remove the stove top from her room along with putting in new linoleum in order to use that room for tutoring and for small classes. We have gift money and The Friends of the Library have also offered to help out with cost. Trustee Sylvester made a motion to approve the updates to convert the workroom to a small classroom. Trustee Burke seconded. The motion passed unanimously. Trustee Sylvester also shared that Aaron is looking for a door for the post office with a hinged arm like the library, saving the work of having to make the post office door wider to accommodate a handicapped door.

Library Services: Ann shared that the library started the Summer Reading Program early this year. “Let’s Dig In Early” has 226 children registered and already has 78,382 minutes of reading logged. Coupons are going out for treats from DQ, Taco Bell, McDonalds, etc.

**Librarian’s Report:** Ann reported the staff has been documenting their work during the March shelter at home. Some employees are taking vacation time or using sick time. While the library has been closed several projects have been completed. Lisa Moreno’s last day of work is May 1st. The Post Office contract is due October 2021. Ann is working on a schedule for staff and cleaning staff. Tentative plans are being made for a gradual opening probably in June. Drop Box is open to receive items that are then quarantined before returning to the shelves. Tax bills aren’t ready in May. They are due in July and we will receive the first installment in August.

**Unfinished Business:** None

**New Business:** After discussion, Trustee Robinson made a motion to approve a quarterly option payment for non-resident cards. Trustee Burke seconded. The motion passed unanimously. After discussion, Trustee Martin made a motion to have fine free returns through June 30, 2020. Trustee Reinmann seconded. The motion carried unanimously. After review, Trustee Robinson made a motion to approve Reimbursement for Data/Phone Usage during COVID 19 Work From Home Policy. Trustee Reinmann seconded. The motion passed unanimously. After review, Trustee Martin made a motion to approve COVID 19 Work From Home Policy. Trustee Robinson seconded. The motion passed unanimously. After no hearing back about solar panels for the library, Trustee Martin voted to table this issue. Trustee Burke Seconded. The motion passed unanimously.

**Public Comments /other announcements:**

**Adjournment:** Being no other business, Trustee Sylvester moved to adjourn the meeting at 8:10pm. The motion was seconded by Trustee Martin and approved unanimously.

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 **President Secretary**

**The above is the unofficial summary of business transacted by the Eureka Public Library Board of Trustees. This summary will be reviewed and approved at the next regularly scheduled meeting of the Board of Trustees.**