

EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING (BOT)
Monday, June 15, 2020 – 6:00 pm

Call to Order: The meeting was called to order by President Nichols at 6:02 pm

Roll Call: Present: Borwig, Clements, Nichols, Peterson, and Pritchett
Absent: Brown, Johnson and Kettwig
A quorum was present.

Approval of February 17, 2020 Monthly Meeting Minutes: Pritchett moved to make a motion Nichols seconded to approve the Monthly Meeting Minutes for February 17, 2020. Ayes – 5. Nays – 0. The motion carried.

Approval of March 16, 2020 Monthly Meeting Minutes: Borwig moved to make a motion Nichols seconded to approve the Monthly Meeting Minutes for March 16, 2020. Ayes – 5. Nays – 0. The motion carried.

Approval of April 20, 2020 Monthly Meeting Minutes: Pritchett moved to make a motion Clements seconded to approve the Monthly Meeting Minutes for April 20, 2020. Ayes – 5. Nays – 0. The motion carried.

Approval of May 18, 2020 Monthly Meeting Minutes: Clements moved to make a motion Nichols seconded to approve the Monthly Meeting Minutes for May 18, 2020. Ayes – 5. Nays – 0. The motion carried.

Approval of March bills to be paid in March: March Bills had been paid “by phone”, however it was on the agenda for the approval. The board did not have a meeting due to Covid-19. Borwig moved to make a motion and Pritchett seconded to approve the bills to be paid in March. Ayes – 5. Nays – 0. The motion carried.

Approval of April bills to be paid in June: Borwig moved to make a motion and Clements seconded to approve the bills to be paid in April. Ayes – 5. Nays – 0. The motion carried.

Approval of May bills to be paid in June: Nichols questioned why it states, “May copier charges paid quarterly” and there was no amount there. Director Jensen stated they had no charges. Borwig moved to make a motion and Pritchett seconded to approve the bills to be paid in May. Ayes – 5. Nays – 0. The motion carried.

Approval of June bills to be paid in June: Nichols questioned the Scholastic invoice for the summer reading program. Director Jensen stated they are hoping to still do a summer reading program and the books needed to be ordered in advance. Borwig moved to make a motion and

Clements seconded to approve the bills to be paid in May. Ayes – 5. Nays – 0. The motion carried.

Treasurer's Report: Nichols gave the Treasurer's report.

Circulation Report: Reviewed by the Board

Old Business:

- A. **COVID- 19 Update** – Director Jensen stated what she and library assistant have been doing during this time such as, creating new website, CEU, summer reading, cleaning, learning about the social distancing. The library is averaging 11 patrons per day since reopening at 50% compacity.

New Business:

- A. **Approval of County Contract for FY21** – Nichols moved to make a motion and Borwig seconded to approve the County Contract for FY21. Ayes – 5, Nays – 0. The motion carried.
- B. **Pre-approval to submit any last-minute bills to be paid in June** – Pritchett moved to make a motion and Borwig seconded to pre-approve any last minute bills to be paid in June. Ayes – 5, Nays – 0. The motion carried.
- C. **Summer Reading Program - Discuss** – Direct Jensen stated that they are looking for ways to do the summer reading program. A lot of libraries are going to virtual type programs. Director Jensen said they have established a sign up online. They have a plan for activities, such as a weekly activity sheet where the patrons can do reading, community, family, and outdoor challenges. The patrons need be successful in meeting the goals. Couple more ideas they have come up with, is to have the patrons come in and take a craft to make at home and complete a scavenger hunt with local businesses.
- D. **Establish hourly rate of pay for Director** – Director is averaging 33 hours a week at \$19.83 an hour. Nichols moved to make a motion and Pritchett second to give a 3% increase in pay to Director. Ayes – 5, Nays – 0. The motion carried.
- E. **Establish hourly rate of pay for Library Assistant** – Assistant is averaging 22 hours a week at \$11.09 an hour. Nichols moved to make a motion and Clements second to give a 3% increase in pay to Library Assistant. Ayes – 5, Nays – 0. The motion carried.
- F. **New website ideas** – This was originally on the agenda for March as that is when they started it. Nichols asked if they are using the new web browser. Director Jensen asked if she meant the new platform to build it and Director Jensen said no. This one is new and easier to build on per Director. The website is <https://www.evansdale.lib.ia.us/>, but can still be found by googling Evansdale Public Library.

Discussion: Director Jensen suggested that the board work towards getting their CEU hours. Nichols showed an example of the folders that will be handed out to each Poyner child that has our logo on the front and which will be going back and forth every day. Community Days cancelled.

Adjournment: 7:11 pm

Respectfully submitted,

Jenny Borwig, Secretary