

Louis Latzer Memorial Public Library Board of Trustees

The meeting of the Louis Latzer Memorial Public Library Board of Trustees was called to order by Sharon Rinderer on Tuesday, April 21, 2020, at 5:20 p.m.

Roll Call showed the following members participated by phone conference:

LeeAnn Landmann
Marshall Rinderer
Sharon Rinderer
Joshua Short
Bill Wagner
Nancy Genteman
Justin McLaughlin
Angela Kim; Library Director
William Piper, Associate Member

Absent member(s): Arnold Bodinet, Joyce Zerban, Louis Latzer

The minutes of February 20, 2020 were reviewed. Joshua Short moved and Nancy Genteman seconded the motion to approve the minutes. All voted yes. Motion carried.

The balances were reviewed on the cash flow summary sheets for January, February, and March. Nancy Genteman moved and Joshua Short seconded the motion to accept the updated Treasurer's report to reflect the transfer of funds to the HACF and with corrections made to the maturity dates on several CD's. All voted yes. Motion carried.

Bills for February and March were presented for payment. Joshua Short moved and Bill Wagner seconded the motion to pay all bills presented for payment. All voted yes on roll call. Motion carried.

Director Angela Kim gave the Librarian's Report

- Live & Learn Construction Grants: The session that Angela was to attend has been postponed due to the COVID 19 Shelter in Place.
- Budget Meetings: Angela presented the Library's budget to the City Council on Monday, March 30th in a phone conference meeting.
- Coronavirus/COVID 19: The library was closed to the public on March 17th. The closure was announced 4 days prior to allow patrons to "stock up" on materials. Fines/fees are all being waved. Staff is working to keep expired patrons renewed. They are taking applications on-line to allow patrons access to our digital resources. They patrons will come in after the Library reopens to sign the application card and provide their photo ID.

The library was closed to staff at the end of the day on March 20th. Cheryl and Donna have been allowed to come in a few hours each day. However, they work in completely different areas. Angela is also working several hours a day. All staff are currently being paid for their regular hours. The book drops are currently locked so that they are not overflowing with donations or regular returns that may not get emptied right away. Going forward, Angela plans to have patrons physically bring their materials in. Then the items will be put on carts or stacked along the auditorium walls where they will sit for 5 - 7 day. This should be enough time to "kill" any virus and prevent further spread.

- Digital Resources:Anglea has given Cheryl permission to spend about \$850 to purchase ebooks. Due to sales the Library was able to get many books at \$20 each rather than the usual \$50 - \$60. Angela also added Creativebug, a crafting database and Tumblebooks has granted full access to their math databases, and Angela is pushing these resources heavily on social media.
- Website: Angela is hoping to have a draft of the new website next week.
- Parking Lot Light: The light pole that had been hit has been replaced by the City Electric Department.

Book Committee Report: 40 were received in February as memorial gifts.

Old Business:

- Gazebo project - Tabled

New Business:

- Covid-19 - All staff will continue to receive their pay during the Library's closure and a pay increase will become effective on May 1, 2020.
- The book drop will remain locked. It will open again when the shelter-in-place order ends.
- The Library will do away with processing fees for any lost article, unless there are chronic issues.

Other Business:

- The signature cards on 2 CD's at Scott Credit Union will be updated.

A motion to adjourn was made by Joshua Short and Marshall Rinderer seconded the motion. All voted yes. Motion carried.

The next meeting will be held May 19, 2020, at 5:00 pm.

Respectfully Submitted,

LeeAnn Landmann, Secretary