

Faith Public Library Board Meeting Minutes
April 20, 2020

Vice Chairperson Ulrich brought the Faith Public Board Meeting via Telephone Conference due to Covid-19 to order at 6:07pm on April 20, 2020. Trustees present: Amy Ulrich, Glen Haines, Lynn Halligan, Deanna Fischbach, Tammy Sletten and Verneen Frei. Trustee Absent: Cathy Smith Advisory Board Members Present: Katrina Collins and Shara Haines Advisory Board Member Absent: Sonja Gebhart. Library Staff Present: Heather Van Der Linden and Kathy Schuchhardt.

Fischbach made a motion to approve the agenda. Frei seconded. Roll Call Vote: Halligan: Aye, G. Haines: Aye, Deanna Fischbach: Aye, Tammy Sletten: Aye and Verneen Frei: Aye. Motion carried.

Halligan made a motion to approve the February 17, 2020 meeting minutes with no changes. Sletten seconded. Roll Call Vote: Halligan: Aye, G. Haines: Aye, Deanna Fischbach: Aye, Tammy Sletten: Aye and Verneen Frei: Aye. Motion carried.

No visitors present.

Library Report: Van Der Linden gave the library report, stating that we are doing well with adjusting and adapting to things with the Covid-19 situation. The library has closed the doors to walk in traffic but is utilizing the concession window for service Monday-Thursday Noon-6pm and will continue to do so until it has been deemed okay to open back up fully.

Story Hour Report: Van Der Linden gave the story hour report, stating that due to being closed to walk in traffic, she has been working on reading stories on the library's facebook page and is working on trying to get this to be a little more consistent.

Financial Report: Van Der Linden gave the financial report. Reporting that the city budget currently is \$14,831.00, which is 25.85% used. Van Der Linden shared the Meade County Budget table reporting that the current balance is \$6,788.11. Van Der Linden reported the checking account balance, which has the Meade County funds included, is \$8,258.46 and that the savings balance is \$877.85. Van Der Linden shared the Summer Reading Budget table with a balance of \$1,214.54. There were no bills.

Unfinished Business:

Staff Evaluations Form: Van Der Linden shared the most updated versions of the evaluation forms, making the minor cosmetic changes from the last meeting and suggesting to wait to complete this until we are able to meet in person. G. Haines made a motion to table until meet in person. Fischbach seconded. Roll Call Vote: Halligan: Aye, G. Haines: Aye, Deanna Fischbach: Aye, Tammy Sletten: Aye and Verneen Frei: Aye. Motion carried.

OCI: Van Der Linden reported that they received our yearbooks for years 1990 - 2010 and are currently working on digitizing them.

Summer Reading: Van Der Linden reported that she attended her JumpStart training via Zoom last week that was supposed to be in person at the end of March. Van Der Linden shared a few of her ideas on how to achieve a Summer Reading program if the library is not able to be open fully. After some discussion it was stated by the board to allow Van Der Linden to conduct Summer Reading however possible with the current Covid-19 restrictions.

Morgan Nasland Fund: Van Der Linden stated that it was previously decided to request funds to support Summer Reading. Suggesting that with the current Covid-19 situation that she felt would be better able to advocate a request for upgrading some one the library's technology, such as

laptops and kindles, which are currently either too slow or broken for use by staff and patrons. Fischbach made a motion to write the Morgan Nasland Fund request letter for the purchase of technology updates and to keep the Summer Reading budget as is with Meade County funds. Frei seconded. Roll Call Vote: Halligan: Aye, G. Haines: Aye, Deanna Fischbach: Aye, Tammy Sletten: Aye and Verneen Frei: Aye. Motion carried.

No other old business.

New Business:

Upcoming Events: Van Der Linden shared that all events are currently postponed until further notice and will begin to be scheduled once the library is able to be fully open. Van Der Linden shared that the Spring BOGO Book Fair was extended to the end of April and is being done virtually and through the concession window.

Cricut: Van Der Linden reported that the current Cricut machine is no longer working properly and because of its age is no longer able to be serviced. Van Der Linden stated that purchasing a new machine would give the library many opportunities to use for class materials as well as make it available for patrons to use only for the cost of the materials being used, a lot like the copying and faxing services. Van Der Linden shared the cost for the newest model of Cricut currently available is \$349.99 plus tax and shipping. Fischbach made a motion to purchase a Cricut for the cost of \$349.99 plus tax and shipping. Frei seconded. Roll Call Vote: Halligan: Aye, G. Haines: Aye, Deanna Fischbach: Aye, Tammy Sletten: Aye and Verneen Frei: Aye. Motion carried.

Scholastic Books: Van Der Linden stated that she would like to purchase books from the books fair with a total of \$177.70. Halligan made a motion to purchase \$177.70 worth of books from the Scholastic Books Fair. Fischbach seconded. Roll Call Vote: Halligan: Aye, G. Haines: Aye, Deanna Fischbach: Aye, Tammy Sletten: Aye and Verneen Frei: Aye. Motion carried.

Board of Trustees: Van Der Linden reported that Sletten and Frei's terms were expiring this month. G. Haines made a motion to nominate Sletten and Frei for another term. There was no second, motion failed. Sletten stated that if an advisory board member would like to become a trustee she would step down. Halligan made a motion to nominate Katrina Collins as Board of Trustee member for a three year term. Fischbach seconded. Fischbach made a motion to cease nominations. Collins accepted the nomination. Roll Call Vote: Halligan: Aye, G. Haines: Aye, Deanna Fischbach: Aye, Tammy Sletten: Aye and Verneen Frei: Aye. Motion carried. Fischbach made a motion to nominate Verneen Frei as Board of Trustee member for another three year term. Sletten seconded. Fischbach made a motion to cease nominations. Frei accepted the nomination. Roll Call Vote: Halligan: Aye, G. Haines: Aye, Deanna Fischbach: Aye, Tammy Sletten: Aye and Verneen Frei: Stepped Away From Table. Motion carried. Fischbach made a motion to nominate Tammy Sletten as Advisory Board member. Halligan seconded. Fischbach made a motion to cease nominations. Sletten accepted the nomination. Roll Call Vote: Halligan: Aye, G. Haines: Aye, Deanna Fischbach: Aye, Tammy Sletten: Stepped Away From Table and Verneen Frei: Aye. Motion carried. After some discussion it was stated that due to attendance Gebhart would be asked to step away from the Advisory Board and that Chairperson will be in contact.

Other: Van Der Linden reported that the concession window has been hard to open for time now and that it has become more apparent with the current use of the window daily with it being our service point. Van Der Linden stated that there is no action needed by the board but for information as the city has gotten a new window ordered and bids received for installation.

Next meeting will be May 18, 2020 at 6:00pm.

Fischbach made a motion to adjourn the meeting at 6:59pm. Frei seconded.

Meeting minutes submitted by Heather Van Der Linden, Faith Public/School Library Supervisor