

Meeting of the Library Board of Trustees

August 25, 2021

1. Call to order: Meeting called to order at 6:06 PM
 - a. All observed the Covid-19 guidelines of social distancing.
 - b. In attendance: Matt Flynn, Tanya McVay, Emily Nimsakont and Dan Wilson.
2. Open Meetings Act: The Open Meetings Act was noted on the West wall.
3. Public Comments: no public comments were made.
4. Approval of Agenda: Emily motioned, Matt seconded, approved by all.
5. Approval of Minutes: July 21, 2021 meeting minutes were reviewed. Dan motioned; Emily seconded, approved by all
6. Financial Report: Tanya McVay, Library Director, presented the Financial Report of July, 2021 for Board Members to review.
 - a. End of year is October. Most balances around 80%. Tanya has a question out to the city to ask if the end of fiscal year is Oct 1 or October 31.
7. Directors Report:
 - a. Staff
 - i. Emerson Lindley has been hired to replace Eva Kellog
 - ii. Staff disciplinary policy
 1. 1st offense – have a conversation
 2. 2nd offense – written and signed communication with employee
 3. 3rd offense – termination
 4. Tanya will reach out to other libraries to see what their discipline policies are
 - b. Building
 - i. Delta electric finished the lights. Drop-down lights are still pending
 - ii. BIZCO – Came on-sight to evaluate individual computers as well as diagnose the heating/cooling system. Consulted on E-rate and moving to fiber optic. BIZCO's AV person evaluated meeting room equipment.
 - c. Programming
 - i. Summer program attendance had 385 patrons.
 - ii. Summer reading program had a total of 115 patrons.
 - iii. Azria health provided many of the raffle prizes. Kindle Fires were very popular.
 - iv. Possible adult trivia night at Winery
 - v. After school programs have gotten off to a slow start. However, students are starting to show up after school.
 - d. Community
 - i. Chautauqua was a huge success. Dance was postponed due to the power outage. A 50's afternoon with a sock hop is in the works.
 - ii. Library is contributing to the Community 4 Kids (C4K) program in collaboration with Laura Capp from
 - iii. Positive feedback from library hours change
8. Old Business
 - a. Money from the
9. New Business
 - a. New COVID-19 restrictions

- i. Tanya would like to post a sign that explains masking will not be required. However, staff will continue to wear masks and social distance. Masks will also be available to patrons.
- 10. Next meeting is Wednesday, September 15th.
- 11. Adjournment: Dan motioned, Matt seconded, all approved.
 - a. Meeting adjourned at 6:49 PM

Respectfully submitted,
Dan Wilson, President