

Meeting of the Library Board of Trustees

March 17th, 2021

1. Call to order: Meeting called to order at 6:00pm
 - a. All observed the Covid-19 guidelines of social distancing and wearing protective masks.
 - b. In attendance: Dan Wilson, Matt Flynn, Nicholle Todd, Emily Nimsakont, Renee Kucera and Tanya McVay.
2. Open Meetings Act: The Open Meetings Act was noted on the South wall.
3. Public Comments: No public comments were made.
4. Approval of Agenda: Dan Wilson motioned to move agenda as edited: moving new director recruitment to first new business item. Nicholle Todd seconded, approved by all.
5. Approval of Minutes: February 17th, 2021 meeting minutes were reviewed. Matt Flynn motioned to approve; Dan Wilson seconded, approved by all
6. Financial Report: Tanya McVay, Interim Library Director, presented the Financial Report as of 02/2021 for Board Members to review
7. Directors Report:
 - a. Special Funds balance:
 - i. Beginning balance: \$10,212.91
 - ii. Ending balance: \$10,212.91
 - b. Building
 - i. City is working on landscaping outside of the building.
 - ii. City is working on getting the front doors to not slam.
 - iii. Lighting repair estimate is in - will discuss in new business
 - c. Programming
 - i. Increased pick up for letter of the week activity
 - ii. 500 books before elementary ready to put out to elementary school
 - iii. 100 books before high school should be ready to go next week
 - iv. Tanya presenting 100 books before college to Library Foundation for possible funding of future scholarship
 - d. Staffing
 - i. Library staff meeting tomorrow 03/18 to train staff on 3D printer, review communication and emergency procedures for the building
 - e. Miscellaneous
 - i. 6 yearbooks short of having a complete set (1950-2020) to be scanned into searchable PDF on disk.
 - ii. Rotary Club will be helping to fund Wildlife Encounters summer event
 - iii. Library usage numbers are increasing
8. New Business
 - a. Discussion on new director recruitment, motioned to close session at 6:15. Motioned to end close session at 6:20.
 - b. Covid 19 restrictions are the same as last month: no changes
 - c. Bring back hours to what they were prior to Covid 19 restrictions. Moving forward library hours will be as follows:
 - i. Sunday: Closed
 - ii. Monday - Wednesday: 9:30am-6:30pm

- iii. Thursday: 9:30am-8:00pm
- iv. Friday, Saturday: 12:00pm-5:00pm
- d. Genealogy policy update as follows: Dan motioned, Emily seconded
 - i. The Ashland Public library has a genealogy machine for public use. The materials deal with the Ashland Gazette newspaper: births, marriages, and deaths. The time period covered is March 28, 1879-December 27, 2001. Copies can be made at \$0.15 a sheet. Requested genealogy information, which must be prepared by a library staff member, will be completed by the staff when available. The staff member will prepare the requested material and e-mail or printed at the requester's request.
- e. Computer updates
 - i. Tanya contacted Access Systems to ask questions. No one has returned the phone call from Access Systems. Contract should be up in June 2021.
 - ii. BizCo came to the library and surveyed the library computers and shared information on what services look like through BizCo.
 - iii. Nicholle motioned, Dan seconded to move to BizCo as soon as our contract with Access Systems expires.
- f. Electrical estimates from Delta Electric LLC
 - i. \$7,662.00 - repair light control. Includes 13 light control modules and 1 new control panel.
 - ii. \$14,519.00 - replace lights (computer lab/meeting room) and update
 - 1. Repair budget for library: \$4,000.00
 - 2. Money left in ACRC fund account: \$244737.61 for future building maintenance needs. The remaining balance off of the expenses after utilizing the repair budget will be covered by the ACRC fund. Dan motioned, Renee seconded.
- 9. Adjournment: Nicholle Todd motioned to adjourn the meeting. Renee Kucera seconded the motion.
Approved by all.
 - a. Meeting adjourned at 7:01pm

Respectfully submitted,
Nicholle Todd, Secretary