

Meeting of the Library Board of Trustees

May 20, 2020

Meeting called to order at 5:05 in the ACRC community room.

In attendance: Yong Hansen, Dan Wilson, Alice West, Nicholle Todd, Matt Flynn and Amanda Pena. All observed the Covid-19 guidelines of 6-foot distancing and wearing protective masks.

The Open Meetings Act was noted on the east table.

Public Comments: no public comments were made.

Approval of Agenda: Dan motioned; Nicholle seconded. Approval of agenda by all.

Approval of Minutes from February 19, 2020. Matt motioned approval. Approved by all.

Financial Report: There was no financial report presented.

Director's Report:

- **Special Funds Balance 04/01/2020-04/30/2020:**
Reported ending balance of \$10,189.50.
- **Staffing:**
Haley Urwin left us at the end of March for a full-time job in Lincoln. Tanya McVay will begin working 29 hours a week on June 1st in the role of our Youth Programmer. Ann Lombard has informed us that she will be taking on a new role as a School Librarian in August. However, due to Covid-19, the school may not be opening into a regular year, so she will continue to help us part-time. Amanda Pena will be looking to hire another part-time Library Assistant in June/July to fill the roles of Haley and Ann.
- **Technology:**
 1. All the new computers have been installed. The old computers have been wiped clean and ready to be sold at auction once we can do so.
 2. Terry Moran will be installing the new 3D Printer and will train staff on how to use it.
 3. Microsoft Office has not been ordered for the library staff and patrons and has been put on hold because of Covid-19.
 4. Amanda Peña, Library Director, has been in communication with Access Systems. The Ashland Library is working to find a more effective way to use their services that would support the library's needs. Amanda Peña and Tanya McVay have plans to meet and discuss with Access Systems their concerns. They will be investigating other options.
- **Programming:**
While programming as been halted due to Covid-19, Tanya McVay has been doing online Kids Clubs, Storytime, and is working on how to implement Summer Reading online starting June 1st.
The library staff will continue to look for ways to provide programming this summer, even if they are unable to open or if services are minimized when the library can open.
- **Ashland Foundation:**
Amanda Peña and Nicholle Todd were able to virtually attend the recent Ashland Foundation meeting.
- **Circulations:**
The usage of ebooks and audiobooks has shown an increase during the Covid-19 months.
- **Opening Up Library:**
The Ashland Public Library is not ready to open up additional services at this time. The library will continue curbside book delivery until further notice. Keeping staff and patrons safe are of utmost importance. Cleaning supplies have been hard to get. Ms. Peña has been in contact with many libraries. Ashland Public Library doors will be closed until further notice.

Meeting adjourned at 6:00.

Respectfully submitted,
Alice West, Secretary