

Meeting of the Library Board of Trustees

September, 23, 2020

Meeting called to order at 6:05

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

The Open Meetings Act was noted on the South wall.

Public Comments: no public comments were made.

Approval of Agenda: Alice West motioned, Yong Hansen seconded, approved by all.

Approval of Minutes: August 26, 2020 meeting minutes were reviewed. Yong Hansen motioned, Nicholle Todd seconded, approved by all.

Financial Report: Amanda Peña, Library Director, presented the Financial Report of August 2020 for Board Members to review.

Director's Report:

- **Special Funds Balance 08/01/2020-08/2020:** Reported ending balance of \$10,191.21

- **Opening of Ashland Library**

The library opened on September 14 at 11:00 am to the public. Amanda Peña reported that the first days were slow. People are beginning to realize that the library is open. They are coming in to browse and pick up items. There has been only an occasional use of the computers. She feels this will continue to increase. She was encouraged by mothers bringing their children in to pick out books.

The staff has been able to maintain cleaning the high traffic areas and computers thoroughly. Amanda reported that the library has enough cleaning supplies to keep the staff safe: masks, gloves, and sneeze guards. The check-out staff can use a wand to avoid touching the book.

- **Technology Services**

Amanda Peña reported that after comparing the bid the library received from Riverside Technologies and the library's present fee for IT services from Access, it was decided to continue using Access IT services.

- **Future Program Discussion**

Tanya McVay has been working on several ideas for the library program services:

--Preschool: "Make and Take" Activities – Learning the Alphabet

--High School: Zoom Book Club

The library will be applying for an ALA grant that if received could enable Tanya to attend a training in Chicago. The training is dealing with current topics to use with teenage book studies and activities.

--The "Ashland Community Read" book club is still developing. Several book titles have been received from patrons.

The Book Club should be ready in November.

- **Building Maintenance**

Amanda Peña will continue to her search for an electrical company to look at lighting problems in the library and community rooms.

- **Staff**

As of September 14, staff returned to receiving payment of average salary.

Amanda has asked the Ashland City Administrator to begin posting an opening at the library for a Library Assistant.

Yong Hansen motioned to adjourn the meeting. Alice West seconded the motion. Approved by all.

Meeting adjourned at 6:45.

Respectfully submitted,
Alice West, Secretary