

**Date:** Tue, May 19, 2020 6:00 PM

#### **Call to Order**

Held virtually via: <https://global.gotomeeting.com/join/188928949>

Meeting called to order at 6:00PM by J. Martin, President

Members Attending: K. Babb, S. Bednar, J. Costello, M. Dilts, T. Harmer, M. Ireland, L. Kier, B. Lee, J. Martin, H. Martyniuk,  
Also Attending: H. Smith (Director), C. Barrows(Assistant Director)

#### **Welcome and Introduction of Guests**

- Welcome by J. Martin.
- No guests

#### **Approval of Minutes of Previous Meeting** (Apr 18, 2020)

One correction, Draft transition plan is a procedure rather than a policy

April Meeting Minutes MOVED by L Kier to approve & SECOND by T. Harmer, APPROVED.

Mark to Provide final copy to Wilma and Dropbox

#### **Current Business** (Recurrent Items)

- **Director's Report**
  - No In-house programs through Summer. Fall programs TBD
  - Ambitious online program schedule on website: <https://elancolibrary.org/>
  - Signed up for commercial Zoom account
  - Working on providing content to local members already in contact rather than global audience
  - E-mailed framework for re-opening to board
  - Keeping a notebook of suggestions
  - Staff meetings weekly on Zoom – Morale is variable
  - Discussion of Polling activities at Library – Willing if asked. More in Management committee report.
  - Howto series on Elanco Youtube channel. New content weekly.  
<https://www.youtube.com/channel/UC9Gftijlov9UDW26yV0pvOw>
  - Go to <https://elancolibrary.org/> and sign up for the e-mail list
- **Governance Committee report**
  - No report
- **Management Committee report**

- Had Phone call meeting to discuss 2 items:
  - Polling place- Decided that, if asked, we would be amenable to use as a polling place if the PPE is sufficient with Logistics to be managed by Heather.
  - Band Rent- Agreed to a one time 25% concession. Response letter has been drafted and is going through review before being sent back to the band
- **Programs & Services Committee report**
  - No Report
- **Fundraising Committee report**
  - Cancelled 2020 reservation with Inn @ Leola, They agreed to apply \$500 deposit to 2021
  - Josh attended a fundraising webinar. Main Takeaway: Reach out to donors to educate them what you are doing, but do not ask them for money now.
- **Treasurer Report: M Ireland**
  - Income is ahead of expenses for the year to date, largely because expenses are below projections.
  - March Balance sheet did not yet include the drop in value of the investments, but those were included in April's statement, along with revision to March. Of the drop in value at the low in March, half has returned.
  - PPP was applied for and library approved. Thank you to Wilma for her significant efforts
  - Motion to accept and file report MOVED by M Ireland, SECOND by M Dilts, APPROVED

### **New Business**

- **COVID 19 Situation/Plans to Reopen:**
  - Need plan for physical barricades
  - Discussion of Plexiglas barriers including a potential supplier
  - Want to bring back Book drop and place it so people can drop off books without getting out of vehicle
  - Evaluating collections to get more copies of popular items to allow time to quarantine items for >72hrs once returned
  - Discussion of Mask policy. It is state law. If conflict occurs, attempts should be made to de-escalate situation.

### **Other Business**

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### **Correspondence Needed:**

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### **Upcoming Meetings:**

June Meeting on June 16, 6pm, will be virtual meeting.

**Adjournment**

Meeting Adjourned by J. Martin @ 7:12pm

Minutes by: M. Dilts