

# Richland Community Library Board Minutes

## April 22, 2020

**Members Present:** Deb Chassee, Chris Cupper, Chad Farrer, Debbie Grohs, Jessie Potter, Darren Sabuda, Liz Walbridge

**Members Absent:** None

**Others Present:** Karen McConnell

**Call to Order:** President Grohs called the meeting (via Zoom) to order at 6:06 PM.

**Approval of/Amendment of Agenda:** A motion was made to approve the agenda as presented. (Chassee/Walbridge). The motion was approved.

**Guest/Public Comment:** None

**Action Item Capture:** Ms. Potter will capture action items for this meeting.

**Review and Approval of March 2020 Board Minutes:** Minutes from the previous meeting were presented for Board approval. A motion was made to approve the minutes (Grohs/Walbridge). The minutes were approved.

**Review of Financial Reports:** The Director presented a review of the financial reports to date. A motion was made to accept the reports. The reports were accepted.

**Friends of the Library Report:** FOL did not meet owing to Covid 19. No book donations will be accepted due to possible contamination issues when RCL re-opens.

**Director's Report:** The Director reported on measures that were taken in light of Covid-19 as they closed the Library on March 13th. Staff members have been meeting via Zoom during the shutdown, mapping out procedures for reopening when it is safe, changes in circulation procedures, programs to engage the community and summer programming for children.

### **Committee Reports:**

- a. Budget and Finance: Chad Farrer, Chair This Committee has not met during the shutdown. They will meet next on My 7th.
- b. Personnel: Debbie Grohs, Chair: The Committee has received quotes from BCBS for health insurance for the Director and Assistant Director; they will meet again on May 5th.
- c. Technology & Facilities, Darren Sabuda, Chair: The Committee did not meet this month.
- d. Policy Committee: Chris Cupper, Chair The Committee met via Zoom on May 16 to discuss revision of the circulation policy.

**Old Business:** None

**New Business:**

- a. Policy Revisions 2.60 and 2.61 and 5.10: A motion was made to approve the recently revised policies 2.60 (Meeting Room Use), 2.61 (Guest Presenters), and 5.10 (Circulation Policy) (Walbridge/Chassee). The motion was approved unanimously.
- b. Update on Re-opening Plans: The Director outlined for the Board what plans are in place and what plans need to be addressed as RCL re-opens. Included are procedures for returning books, sanitizing returned books, revised check out procedures at the circ. desk and reviewing public programming. Other procedures will be addressed as they arise.

**Action Item Review:** Ms. Potter reviewed action items for this meeting.

**Adjournment:** There being no further business before the Board, a motion was made to adjourn the meeting at 7:41 PM (Chassee/Walbridge). The next meeting is scheduled for May 20, 2020 at 6:00 PM.

**Respectfully submitted,**

**Deb Grohs, President**

**Chris Cupper, Secretary**

**Approved: May 20, 2020**