

Rolla Public Library
Board of Trustees
Minutes of March 19, 2020

- I. **Call to Order and Roll Call:** James Marcellus called the meeting to order at 4:03 p.m. Members present included: James Marcellus, , Diana Ahmad, Brenda Linkeman, Amy Koenig, Dale Bleckman, Becky Roberts and John Denbo.
- II. **Welcome to Visitors:** Rebecca Buckley, Library Director, Steffanie Rogers, Fiscal Agent
- III. **Financial Review:** Steffanie Rogers reviewed the financial statements for the month of February 2020.
- IV. **Review and Approve Minutes from Previous Meetings:** Reviewed minutes from open session on February 20, 2020. Diana Ahmad motioned to approve, John Denbo seconded, motion passed.
- V. **Library Director's Report:** Rebecca Buckley reported the circulation goal was met and over by 1,000. Several items on the report have been cancelled already due to COVID-19. Library Clerk Tara and Rebecca visited the Anime Club at the Rolla High School and the teens were able to give them a few ideas on how to promote the teen events at their school. Rebecca met with three girls that volunteered to be on the Teen Advisory Board to help design the Teen Zone. Summer Reading Program is in its active planning stage. Donation letters have gone out and the Library has already received numerous responses. The Kiwanis Breakfast Club is interested in supporting the outreach to children by providing some free books for kids. The free books will be given to every kid that attends a story time the week that the club chooses. Library Assistant Ally and Rebecca will be meeting with Marie from the Parks Department to collaborate with the Library on some upcoming spring events. The Library is now an institutional member of the Wolfner Library. Wolfner provides library services to people with vision impairment and with developmental disabilities that make reading possible. Three people have applied for the AmeriCorps VISTA volunteer positions already.

Rebecca informed the board that not all the bathrooms in the Library have hot water.

Diana Ahmad made the motion to get three bids to install small individual water heaters in the patron bathroom, staff bathroom downstairs, and staff bathroom upstairs, Brenda Linkeman seconded, motion passed.

- VI. **Old Business:**
 - a. HVAC service bids: New bids received to include all the properties the Library owns. Dale Bleckman made the motion to hire White Mechanical Contractors, Diana Ahmad seconded, motion approved.

- b. PC Tech: Rebecca explained to the Board that Carl at PC Tech needs additional hours to complete the list of items on the technology list. Amy Koenig made a motion to approve 20 more hours at \$1,500 to PC Tech, Diana Ahmad seconded, motion approved.

VII. **New Business:**

- a. COVID-19 precautions/protocol: James Marcellus updated the board that the library is closed for a period of about 3 weeks with the Library employees sent home until further notice and will receive full pay and benefits. Employees would return a few days prior to reopen date to do a thorough cleaning of the Library. No one is allowed in the Library except the Library Director. The following statement was made to be included in the minutes:

The Rolla Public Library will be closed from 19 March 2020 to 5 April 2020 reopening on 6 April 2020 due to the public health crisis, however reopening is subject to review by the Board of Trustees and may be extended indefinitely subject to a review of the status of the public health crisis in Phelps County and the State of Missouri.

Rebecca recommended that the staff go home and stay home with no work at home or coming into the Library to work while closed. Steffanie Rogers discussed it is hard to track and prove when someone is working from home and also stressed that if you are closing a facility that very, very few people come into that facility-staff, board members, maintenance workers, etc. Steffanie reported that a project was setup to track the COVID-19 expense to be in place in the event that a state or federal disaster is declared and there is reimbursements provided. Steffanie recommended that Rebecca be the person of contact for any press releases, Facebook postings, communication between all the board members, etc. Steffanie recommended that Rebecca not send one communication to say, Jim or herself (Steffanie) but includes the entire board on the communications.

Book return would not be allowed at this time.

- VIII. **Schedule next meeting date:** The next Library Board meeting will be Thursday, April 16, 2020 at 4:00 p.m. in the Meeting Room in the Children's Wing of the Rolla Public Library.

- IX. **Adjourn:** Diana Ahmad made the motion to adjourn, Brenda Linkeman seconded, motion passed. Meeting was adjourned at 4:52 p.m.