

Rolla Public Library
Board of Trustees
Minutes of May 21, 2020

- I. **Call to Order and Roll Call:** James Marcellus called the meeting to order at 4:00 p.m. Members present included: James Marcellus, Diana Ahmad, Brenda Linkeman, Amy Koenig, Becky Roberts and John Denbo.
- II. **Welcome to Visitors:** Rebecca Buckley, Library Director
- III. **Monthly Financial Review:**
 - a. Technical Assistant Contract – Rebecca Buckley presented the contract to the board to make a motion upon for the Library to contract the City of Rolla Financial Department to continue being the Library’s fiscal agent. John Denbo made the motion to approve the service agreement, Diana Ahmad seconded, motion passed.
- IV. **Review and Approve Minutes from Previous Meetings**
 - a. John Denbo made the motion to approve both sets of minutes from March and April, Diana Ahmad seconded, motion passed.
- V. **Library Director’s Report:** Rebecca Buckley reported that the Curbside Service began May 18th. The library automation parameters was changed to allow patrons to put up to 10 items on hold. The Library received a grant from the State Library for Reading Challenge Software for the Beanstalk program for \$1,100.00 to be used for the virtual Summer Reading Program that will allow patrons to use a website or app to log their reading minutes and total books read that they can earn badges and the library can use the system to award incentive prizes. All the paid virtual Summer Reading Program presenters have been booked. Because to of the current situation, the Library will not be utilizing the AmeriCorps volunteers. The library won a small grant from the National Network of Library of Medicine to receive Human Genetics film kit with DVDs, books and much more. June 1st all library employees will be working in the Library again. A staff meeting or meetings will be held before the return date. The Fire Inspector came and measured the library – 10% occupancy would be 11 (6 on the main side and 5 on the children side). Circulation on e-books has increased by 20%.
- VI. **Old Business:**
 - a. **Revisit install of hot water system in the main library:** Rebecca Buckley explained the plumbing bids did not include the electrical work. Bids were received and Amy Koenig made the motion for R&R Electric to complete the electrical work for 2 sink for \$1,253.87, Diana Ahmad seconded, motion passed.
 - b. **Revisit Gradual Opening Plan after Pandemic Closure:** Rebecca Buckley asked the board to approve the Level 4 limited access partial opening to begin June 1st. This would

include hours of Monday, Wednesday, and Friday 9-5 and Tuesday and Thursday 11-7. Saturday would be curbside only. The board agreed with what was proposed. Rebecca mentioned that the City of Rolla recommended the Library to have an Infectious Disease Preparedness and Response Plan. Brenda Linkerman made a motion that the Library adopt the City of Rolla's Infectious Disease Preparedness and Response Plan, Diana Ahmad seconded, motion passed.

VII. **New Business:**

- a. **Waive new budget approval until June 2020 Meeting:** A presentation and discussion of the fiscal year 2021 budget will take place at the June 18th board meeting.
- b. **Library Courtyard:** Brenda Linkerman discussed the Library did not receive the grant to complete the courtyard. She spoke with Steve Hargis at the City of Rolla and asked if the City would do the bidding, purchasing, and construction for the projects and he agreed as long as the funding came from the Library. The project is in two phases. Brenda Linkerman made the motion to include Phase 1 of the front courtyard in the fiscal 2021 budget for \$60,000, Diana Ahmad seconded, motion passed.

VIII. **Schedule next meeting date:** The next Library Board meeting will be Thursday, June 18, 2020 at 4:00 p.m. in the Meeting Room in the Children's Wing of the Rolla Public Library.

IX. **Adjourn:** John Denbo made the motion to adjourn, Diana Ahmad seconded, motion passed. Meeting was adjourned at 4:55 p.m.