

Rolla Public Library
Board of Trustees
Minutes of August 20, 2020

- I. **Call to Order and Roll Call:** Diana Ahmad called the meeting to order at 4:00 p.m. Members present included: Diana Ahmad, James Marcellus, Becky Roberts, Brenda Lineman, Amy Koenig, John Denbo, and Rachel White (via phone).
- II. **Welcome to Visitors:** Rebecca Buckley, Library Director, Steffanie Rogers, Fiscal Agent
- III. **Monthly Financial Review:** Steffanie Rogers reviewed the month of June financials and ending cash balances. Also, discussion on investment and decided upon rolling money back into the money market account.
- IV. **Review and Approve Minutes from Previous Meetings**
 - a. Jim Marcellus made the motion to approve the minutes from June, John Denbo seconded, motion passed.
- V. **Library Director's Report:** Rebecca Buckley reported that the Library resumed normal hours as of Monday August 3rd. All the paid performers for the Summer Reading Program were really great. The Library did receive the CARES grant for \$14,000 of which \$3,000 will be used to purchase eBooks. Paperwork has been submitted for the next CARES mom offered by the Missouri State Library and the Department of Economic Development that is approximately \$30,000. The grant money would be used for a new technology lending program. Outreach opportunities have been limited due to COVID-19 but have been offsetting it by connecting virtually. The local Head Start contacted the Library and is interested in virtual outreach for story times for their group. Most of the fall conferences are all being offered virtually making it more affordable and feasible to register for multiple. A mandatory staff meeting was held July 21st and Steffanie was there with some representatives from Colonial Insurance. Hot water is now available in the downstairs staff bathroom.
- VI. **Old Business:**
 - a. **Revisit pandemic closure procedures:** All Library employees will continue to work if the Library is closed to the public to run the curb side services and any other services offered and other programs and projects.
 - b. **Courtyard – update:** Email received from Steve Hargis with the City of Rolla and the Courtyard project is on the list of concrete work as soon as some of the City's are completed.
- VII. **New Business:**
 - a. **Approval of bids for tech grant projects:** Rebecca reviewed each of the bid documentations.

- i. **Web Designer** – Jim Marcellus made the motion to accept bid from Rolla Creative, Amy Koenig seconded, motion passed.
 - ii. **Hotspots** - Jim Marcellus made the motion to accept bid from T-Mobile, Amy Koenig seconded, motion passed.
 - iii. **Tablets** - Jim Marcellus made the motion to accept bid from T-Mobile, Amy Koenig seconded, motion passed.
 - iv. **Chromebooks** - Jim Marcellus made the motion to accept bid from Insight, Brenda Linkeman seconded, motion passed.
 - b. **Approval of virtual library conference fees:** Jim Marcellus made the motion to approve, Brenda Linkeman seconded, motion passed.
 - c. **Approval of TechConnect lending policy:** Jim Marcellus made the motion to approve with the changes to add to the check in list on the checkout form to be signed when returned that all items are returned and in working order, Amy Koenig seconded, motion passed.
- VIII. **Schedule next meeting date:** The next Library Board meeting will be Thursday, September 17, 2020 at 4:00 p.m. in the Meeting Room in the Children’s Wing of the Rolla Public Library.
- IX. **Adjourn:** Amy Koenig made the motion to adjourn, Jim Marcellus seconded, motion passed. Meeting was adjourned at 4:52 p.m.