

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

- I. **Call to Order and Roll Call:** Diana Ahmad called the meeting to order at 4:06 p.m. Members present included: Diana Ahmad, Dale Bleckman, Becky Roberts, Amy Koenig, Megan Johnson, John Denbo and Rachel White (via phone).
- II. **Welcome to Visitors:** Rebecca Buckley, Library Director; Steffanie Rogers, Fiscal Agent; Louis Magdits, Mayor
- III. **Monthly Financial Review:** Steffanie Rogers updated the board on the monthly financials for November 2020 as well as the COVID grant was accepted and approved.
- IV. **Review and Approve Minutes from Previous Meetings**
 - a. November Open Session minutes – James Marcellus made the motion to approve, Brenda Linkeman seconded, motion passed.
- V. **Library Director’s Report:** Rebecca reported the Library was completely closed as of December 10th through December 28th due to a staff member testing positive for COVID-19. Virtual story time is still going well and has been changed to once a week versus twice a week due to crafts beginning in January. All the paperwork with the proof of payment has been turned into the Department of Economic Development for the CARES grant (\$25,000). A locked cabinet for storage, a wheeled cart and a small charging station for devices was purchased as well as all the lendable technology. No word yet on the Technology Mini-grant (\$18,000) that will be used to purchase new computers for the staff and patrons. A Season’s Greeting ad was purchased in the Phelps County Focus and emphasized the Library’s curbside services and computer appointments, as well as the TechConnect program. The Library was unable to participate in the Rolla Parks and Rec’s Candy Cane Walk due to COVID-19 exposure but was able to provide them with 75 Grab ‘n Go bags to distribute. The new Rolla Public Library website should be up by January at the latest. Inventory is complete and planning on doing a third of the collection every year going forward. Creative Bub is a crafting website that our patrons can use their library cards to login and get access to patterns and how-to instructions on all types of crafts.
- VI. **Old Business:**
 - a. **Update on new website:** Mentioned with Director’s report. It should be up and running in January. A few members of staff will be trained on how to modify the website.
- VII. **New Business:**
 - a. **Mayor Time**
 - i. **Thank you:** Mayor Lou thanked all of the board for their time and talents that they individual contribute to the Library board.

- ii. **Invite:** Mayor Lou invited the Library Director and the Library Board to a Rolla City council meeting to do a special presentation that would introduce the board to council as well as highlight some current programs and discuss the state of the Library.
 - b. **Dual work schedule proposal:** Rebecca Buckley proposed a change in scheduling to help minimize exposure among staff. After discussion, it was proposed that there be two shifts and the week be split. Shift A would work Monday, Tuesday, Wednesday and every other Sunday while Shift B would work Thursday, Friday, Saturday and every other Sunday. The Library hours would be adjusted to Monday through Friday 10 a.m. to 6 p.m., Saturday 9 a.m. to 5 p.m. and Sundays 1:30 to 5 p.m. It would continue to be curbside and computer appointments only. With the split shifts and the open hour adjustments, employees would be working approximately 75% of their regular schedules hours. The board agreed that the Library would pay the remaining balance of hours for employees receive a full paycheck.
 - c. **Library closure parameters:** The Library will remain closed except for curbside and computer appointments until January 21st.
- VIII. **Schedule next meeting date:** The next Library Board meeting will be Thursday, January 21, 2021 at 4:00 p.m. via Zoom.
- IX. **Adjourn:** James Marcellus made the motion to adjourn, Brenda Linkeman seconded, motion passed. Meeting was adjourned at 5:16 p.m.