

PERRY COOK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING

MAY 12, 2020

Library Director Patricia Dollisch Fiscal Officer Kile Byington President Dave Oates
Vice President Deb Statler Secretary Mary Roush Board Members Chris Coe
 Paul Sipes Julie Rhea

MINUTES:

The meeting was called to order by board president Dave Oates at 7:00 p.m. The library director, fiscal officer and all board members were in attendance. Minutes of the March 10, 2020 meeting were read. A motion to accept the minutes as read was made by Chris. Amanda seconded it. All agreed. The minutes of the March 17, 2020 were read. Amanda made a motion to accept the minutes as read. Julie seconded it. All agreed. The April 7, 2020 meeting minutes were read. Amanda made a motion to accept the minutes as read. Deb seconded it. All agreed.

PATRICIA:

Perry Cook was awarded a Vista volunteer for the summer feeding program, but no applications were received. Per Patricia, if needed, library staff will fill in to cover this position. Per the auditor of state meeting, documentation will need to be kept regarding what staff duties were completed at home during the library closure due to the pandemic. A plexiglass shield will be installed at the circulation desk to help protect the staff. Plenty of supplies such as gloves, wipes, etc. are on hand due to the ability to be able to order through Amazon with a government account.

KILE:

March has been reconciled. The May PLF numbers came in and are approximately 35% below expected. Kile is working on a revised budget. No layoffs are needed due to an employee retiring, one going to college in the fall and restitution being paid in full by the previous fiscal officer. The 2017/2018 audit is back, and all 3 findings have already been addressed. Kile noted that the personnel handbook is on hold and the tax budget is being worked on. With staff being in the library, Kile advised that daily health assessments are being done at home and then the staff members sign stating that they have done this prior to reporting to work each day. Amanda made a motion to accept the fiscal officers report and pay the bills, Chris seconded it, all agreed.

OLD BUSINESS:

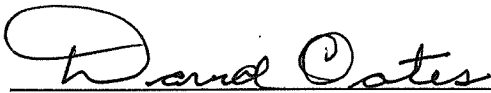
Patricia read an article from the Columbus Dispatch regarding the former fiscal officer's theft in officer and full restitution being paid. A copy of the article was submitted to be kept with the minutes.

NEW BUSINESS:

A discussion took place regarding reopening the library and a tentative timeline for phases of the reopening. The board will re-evaluate this plan at the June 9, 2020 meeting and decide if changes are needed. Amanda made a motion to accept the Covid 19 response plan with corrections made today, Mary seconded it, all agreed. A copy of the proposed plan is recorded with the minutes. Patricia indicated that Children's Hunger Alliance is the program the library is coordinating with to provide shelf stable super snacks for area children this summer. No congregate feedings are allowed, and she will continue to search for a Vista volunteer.

Paul made a motion to adjourn the meeting, Amanda seconded, all agreed.

Meeting adjourned at 8:05 p.m.



David Oates, President



Mary Roush, Secretary