Board Meeting Minutes

Tues, May 19, 2020

The Board of Trustees of the Polk County Library met in regular session on Tuesday, May 19th at 6:15 pm at the Polk County Library, Bolivar, MO and via Zoom. Those present were Lee Ann Clark, Duncan Meadows, Kaye Eversoll, Julian Pace, and Suzanne Donnell. Also present was Colleen Knight, PCL Director, Tiffany Taylor, PCL Assistant Director and Kendra Hammer, PCL Circulation Supervisor. President Clark called the meeting to order at 6:17 pm**.**  Mr. Meadows made a motion to approve the agenda. Ms. Donnell seconded. All members voted in favor. **Motion Carried.**

The minutes from the previous meeting were reviewed. Mr. Meadows moved that the minutes be approved. Mr. Pace seconded the motion. All members voted in favor. **Motion carried**.

The Financial reports and bills for the Month of April were examined by the Board. Ms. Eversoll moved that the bills and financial reports be approved as presented. Ms. Donnell seconded. All members voted in favor. **Motion carried**.

Ms. Knight gave the Director’s Report. While the library has experienced an almost 50% increase in its online circulation in April, of course overall circulation is down significantly. We also had a wi-fi technical problem in April so Bolivar effectively did not have wi-fi for about a month. It has been corrected.

Since the library has reopened to the public on May 11th, traffic has been slower than normal. Library staff are still quarantining books for 72 hrs and sanitizing surfaces hourly. Sneeze guards were installed at Bolivar; the sneeze guards ordered for the branches were backordered and when they finally arrived, they were broken. The staff has been told to wear masks at the branches until the situation is rectified.

We had one staff member who could not make it back due to daycare issues. She has been placed on the new Family First Coronavirus Response Act’s emergency paid leave. She will receive 2 weeks full time pay beginning May 4th and up to 10 weeks of 2/3 pay after that.

Fair Play City Alderman had security cameras installed on the outside of the Fair Play building. The monitor for the system is in the kitchen. However according to the terms of the lease, they may not enter the building except during business hours. They have no key or alarm code.

In other facilities issues, the Humansville HVAC is experiencing problems and Lance has workmen coming this week. At Bolivar, the toilet seat in the West Bathroom was broken and chain around the outdoor artwork has been stolen.

Ms. Knight and Ms. Taylor also gave a brief explanation and demonstration of our new summer reading program and app, Beanstack.

In new Business, Kendra Hammer, Circulation Supervisor, presented new meeting room policy changes for the board to consider. Mr. Meadows motioned for the revised policy to be accepted as presented. Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

At 7:25 pm, Mr. Meadows made a motion to adjourn. Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

The next regular board meeting will be Tuesday, Jun 16th, 2020 at Bolivar Library and via Zoom at 6:15 pm.