

**Library Board of Trustees
Regular Meeting, April 23, 2020
Minutes**

Attendees (via Conference Call during COVID-19 isolation, by Zoom or Phone): Vickie Goodwin, President; Jan Pope, Vice President; Connie Glenn, Secretary/Treasurer; Carmen Theel, Member; Kara Koss, Member; Cindy Moore, Director; Jennifer Kofoed, Glenrock Branch Manager

Guests via Zoom: Crystal Heggland, Business Manager; Hal Hutchinson, Engineer

Call to order by Goodwin at 9:36 AM.

Koss made a motion to approve the Consent Agenda. Pope seconded. Motion carried.

Theel made a motion to approve March 26, 2020 meeting minutes. Pope seconded. Motion carried.

Board reviewed financials with Moore and Heggland. **Theel made a motion to approve the check register as presented. Pope seconded. Motion carried.**

COVID-19 Closure Discussion

Goodwin led discussion regarding the libraries' closure during the COVID-19 pandemic, reaffirming that the Library Board of Trustees is onboard with this closure to maintain health and safety for library staff and patrons. All staff are working from home and are still employed. Employment status will hold true through June (the end of the current fiscal year). The Board is in concurrence with keeping the library closed until the situation has improved and businesses are deemed ready for reopening by state and county officials, following health guidelines. Moore shared statements regarding closures provided by the American Library Association, the Association for Rural and Small Libraries, WY Governor Mark Gordon, and State Health Officer Dr. Alexia Harrist. It is recommended for libraries to be closed and not offering curbside services during any state, county, or health-led calls for closure. Moore has a staged re-opening plan that had been shared by the WY State Librarian, Jamie Markus. Timing of implementation and length of stages is dependent on recommendations by state and county governments and local health officials. Pope mentioned that the library might be able to learn from other entities that open or resume services prior to the library.

Moore provided information about how staff are maintaining productivity while working from home and ways staff are reaching patrons through new platforms including the website, social media, newspaper, and radio. Additional ways of reaching the public are being considered.

Fiscal Year Budget, 2020-2021

The annual budget proposal for the 2020-21 fiscal year is due to Converse County on April 30, 2020. Goodwin, Moore, and Heggland reported on previous discussion regarding funding needs for the upcoming year. Heggland shared copies of the proposal and answered questions, as needed.

Pope made a motion to approve the 2020-2021 fiscal year budget proposal as presented, with acknowledgment that Hegglund will re-check all figures and will contact the Board prior to submission if any corrections are to be made. Koss seconded. Motion carried.

Director's Report:

- The library purchased a Zoom video conferencing subscription for meetings and library events. Six Zoom events have been scheduled since last Friday.
- Beanstack purchased, which is an app for Summer Reading, making online logging of books easier for patrons, prizes, and drawings.
- Garden Wall update: In May, Travis Hines with Bio-Logic and the Wyoming Business Council, will be on-site to construct the wall. Travis and John Clay are working together because of the shutdown, the seeds will be started at Clay's house and moved to the wall when open or appropriate.
- Creativebug craft database purchased; well-received, staff continue to advertise addition of this resource on social media.
- Connectivity is an issue for some staff working at home. Glenrock staff participate in a daily chat through Google Hangouts. Staff meetings have been held via Zoom.
- Staff remain productive, posting Storytimes, activities, and information on social media, Reading Buddies contest, Lindsay Hineman set up a Zoom program with a magician.
- Moore interviewed by the Douglas Budget for National Library Week, mentioning some of the library's new offerings and our upcoming Farm Wall grant project.

Board Terms

Vickie Goodwin, Carmen Theel, and Jan Pope will need to renew their Board memberships. Goodwin requested a list of Board members' terms and contact information be compiled; Kofoed will put this together and will update Board information on the library's website.

Break initiated at 12:07 PM; meeting resumed at 12:23 PM.

Hal Hutchinson

- Questions asked by Kofoed have been answered via email
- Still awaiting an FF&E delivery of a bookshelf top for the Children's Area of the Glenrock library
- In September a warrantee inspection will be completed in Glenrock
- Alliance has made plans for implementing new services and equipment at the Douglas library. Installation will commence on May 4th; building access will be needed. An invoice sent by Alliance reflects different costs than original proposal; Hutchinson will follow up on this. Following installation a training session will need to be scheduled with Alliance, select library staff members, and Jonathon Coulter from Medicine Bow Technologies.
- Hutchinson received a second quote for the replacement of a broken window at the Douglas library. As this was the lesser of the two quotes, Hutchinson has awarded the bid, as directed by Goodwin. The contractor will probably need building access for the replacement process.

Adjourned at 12:36 PM; next meeting scheduled for May 21, 2020 at 9:30 AM. Zoom or location TBD.