

JESUP PUBLIC LIBRARY BOARD OF DIRECTOR'S MEETING
MONDAY, APRIL 27, 2020

The Jesup Public Library Board of Directors met on Monday, April 27, 2020 via Zoom (video conference). President John Bergman called the meeting to order at 5 p.m.

Present: Becky Burke, Becky Wehrspann, Tony Lang, Linda Schmit, Angie Sabers, Dana Hummel, Kraig Emick, Trela Rottinghaus, Al VanderHart

Absent: None

Guest: Mayor Chis Even

The agenda was reviewed; a motion was made by Linda and seconded by Dana to approve the agenda. All voted aye; motion carried.

SECRETARY'S REPORT

A motion was made by Angie and seconded by Linda to approve and accept the secretary's report for the February 2020 board meeting. All voted aye; motion carried.

FINANCIAL REPORT

A motion was made by Al and seconded by Kraig to accept the Revenue and Expense Report. All voted aye; motion carried. A motion was made by Linda and seconded by Kraig to approve paying the bills, up to the amount presented, contingent on the receipt of the bill from Gordon Flesch for the monthly copier contract. All voted aye; motion carried.

DIRECTOR'S REPORT

- Library proper has been closed since March 16, 2020, due to the COVID-19 pandemic. Becky B. has continued to provide materials and services through curbside pickup, online checkout, etc.
- Becky B. shared concerns about re-opening May 1, as was permitted today (April 27) by the Governor of Iowa. The Board agreed it is still too soon to open our doors to the public. The Director was encouraged to check on supply availability (PPE, cleaning, etc.); communicate with area library directors on their plans for re-opening and possibly coordinate dates; develop a strategy for various stages/phases of re-opening over a period of time.
- The Board of Trustees' role is to support the Director in her responsibilities on behalf of the Library; each committee may be asked to provide input regarding a re-opening as pertains to their area.

COMMITTEE REPORTS

- **Executive Committee:** did not meet; no report.
- **Outreach Committee:** did not meet; no report.
- **Facilities & Grounds Committee:** met in Zoom session; will present details in New Business
- **Finance Committee:** did not meet; no report.

CITIZEN INPUT

- One board member received positive feedback from an out-of-county patron on material availability from Jesup Public Library during present quarantine.

OLD BUSINESS

- Budget Update: County funds have been received as expected; the budget is on track for expenses and revenue at this time.

NEW BUSINESS

- Re-opening: Discussed earlier in the meeting; see notes above in Director's Report.
- Work from Home: A new employee, Kara Vance, had been approved for hire right prior to the Library's closing for COVID-19. She will mainly be responsible for programming. Becky B. has requested Kara be paid for hours she works from home on Library Programming. A motion was made by Trela and seconded by Angie to pay Kara, beginning May 1, for the hours she works from home at the agreed hourly wage per her hire. All voted aye; motion carried.
- Director's Vacation Time: Becky B. brought to the board's attention the possibility of having unused vacation time at the end of the current fiscal year.
- Roof Repair: Bids have been received for two types of steel roofing material and labor. Upon discussion, it was decided that more information – and clear and specific details of each bid – would be needed prior to the Board making a recommendation or decision. The Board requested the Facilities and Grounds committee to provide clear definition of items in bids. A motion was made by Tony and seconded by Al to table the matter until next month. All voted aye; motion carried.

Our next Board meeting is Tuesday, May 26 at 6 p.m. (due to Memorial Day holiday on Monday, May 25).

Our next Board Work Session is TBD; Becky B. will check with Matt K. on his availability.

Kraig motioned to adjourn at 6:35 p.m.

Respectfully Submitted,

Becky Wehrspann, Secretary