

JESUP PUBLIC LIBRARY BOARD OF DIRECTOR'S MEETING
TUESDAY, MAY 26, 2020

The Jesup Public Library Board of Directors met on Tuesday, May 26, 2020 via Zoom (video conference). President John Bergman called the meeting to order at 6 p.m.

Present: Becky Burke, Becky Wehrspann, Tony Lang, Linda Schmit, Angie Sabers, Dana Hummel, Kraig Emick, Trela Rottinghaus, Al VanderHart
Absent: None
Guest: None

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

SECRETARY'S REPORT

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

FINANCIAL REPORT

A motion was made by Angie and seconded by Linda to accept the Revenue and Expense Report. All voted aye; motion carried. Upcoming expenses may include extra sanitizing supplies and materials, additional "sneeze guard" for check-out desk, etc. as they become available. A motion was made by Linda and seconded by Al to approve paying the bills. 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 BF and Alli B. have been working in the library; Kara is working from home.
- Becky B. has written a re-open plan with several phases.
- Other libraries in similar-sized communities are looking toward June 1 for a soft re-opening; no date has been set for opening the Jesup Public Library.

COMMITTEE REPORTS

- **Executive Committee:** did not meet; no report.
- **Outreach Committee:** did not meet; no report.
- **Facilities & Grounds Committee:** presented three bids for roof repair/replacement for consideration:
 1. Lifetime Roofing Installations, Tripoli - Decra Steel (\$46,625.00)
 2. CVS (Andy Trumbauer), Jesup - Steel (\$55,315.00)
 3. CVS (Andy Trumbauer), Jesup - Decra Steel (\$63,423.00)

During the bidding process, the committee was hoping to go with a local bid, if possible. CVS is aware of our past problems. Included in the CVS bids is repair/replacement of damaged roof sheathing & damaged frame members. The other bid did not include this, and it would be an additional expense. CVS bids included Ice/Water Barrier (Winterguard) over the entire roof. The other bid only proposed using Winterguard over the first two or three rows of shingles. The committee recommended Bid #3, CVS Decra Steel at \$63,423.00. All voted aye; motion carried. The F/G committee will schedule arrangements for work to begin.

The F/G committee will also research 'touchless' equipment (faucets, doors, toilets, etc.)

- **Finance Committee:** discussed transfer of funds to cover the expense for the roof repair/replacement project.
 - **Library Trust Account:** \$25,467
 - **Equipment Line Item:** \$19,750
 - **Levy:** approx. \$22,000
 - **Memorial Funds:** \$5,700
 - TOTAL:** About \$70,000

Becky B. has applied for 2 grants (McElroy and Buchanan County) and will be notified later in June if we will receive any of those funds.

CITIZEN INPUT

- None

OLD BUSINESS

- **Phased Re-Opening Plan:** Becky B. has written a 4-phase plan with input from employees. We are currently in Phase I. No date has been set when we will move from one phase to another; the Board gave this discretion to the Director, with prior disclosure to the Board (so we can help mitigate questions from the community). A motion to approve the Re-Opening Plan was made by AI and seconded by Kraig. All voted aye; motion carried.

NEW BUSINESS

- **Safe Child Policy:** Updated to include definition of caregiver; A motion was made by Kraig and seconded by Dana to approve the amended policy. All voted aye; motion carried.
- **Budget:** Our current FY budget will have excess; the Finance Committee is recommending we ask permission from the City to roll remaining funds from this FY to next FY to be used to pay for the roof repair/replacement and additional COVID supplies. All voted aye; motion carried.
- **Director's Vacation Time:** Becky B. has 21.5 hours of unused vacation time. A motion was made by AI and seconded by Kraig to allow the 21.5 hours be rolled to next year. All voted aye; motion carried.

Our next Board meeting is Monday, June 22 at 6 p.m. via Zoom.

Our next Board Work Session is June 15 at 6 p.m. via Zoom.

John thanked the Facilities and Grounds Committee for this extra work this month in preparing the bid presentation. John also reminded the Board that committee reassignments are scheduled to happen later this summer – please share thoughts/input with John privately.

Becky W. motioned to adjourn at 7:26 p.m.

Respectfully Submitted,



Becky Wehrspann, Secretary