

June 16, 2020

The Board of Trustees of the Schmaling Memorial Public Library met in the Children's Room, masks on, on Tuesday, June 16, 2020. President, Teresa Ray, called the meeting to order at 5 p.m.

Members present included Teresa Ray, Nancy Countryman, Sandy Hamilton, Kathy Quick, Paula Ensinger and Sarah Brubaker. Librarian, Britni Hartman, was also in attendance. Member, Jodie Dornbush, was unable to attend.

Paula motioned to approve the minutes of the May 19, 2020, meeting with one revision. The motion passed with all ayes.

Nancy motioned to approve the bills from the past month for payment. The motion passed with a roll call vote of all ayes.

LIBRARIAN'S REPORT

1. Circulation was again, significantly down due to restrictions resulting from the Covid-19 pandemic.
2. Program attendance, however, was up. This was a result of views of the virtual programming of Dutch Days.
3. Service hours have been expanded to accommodate the many people who are using curbside delivery. This involves additional hours for some staff members.
4. Britni has plans for a gradual reopening of the library building. Computer usage is planned to reopen on June 22 with appointments for 1 hour time slots. Book check-out will reopen on July 6 with 15 minute time slots per patron. Again, appointments will have to be made.
5. Considerable discussion was had concerning purchase of a new copier. Sterling Business Machines provided 3 quotes on different machines with varying features. It was decided that the color copier option would be the most cost and feature effective. Cost of the actual printer is \$2048.00 with a one time \$300.00 acquisition (installation) fee. SBM also has a maintenance plan which costs \$100.75 per quarter and includes all toner and service fees. This fee is evaluated after a year and may change due to usage and costs. Kathy moved to approve the purchase of the color printer and maintenance plan as explained. A roll call vote approved the motion.

COMMITTEE REPORTS

Building and Grounds – no report

Finance – Nancy presented the proposed salaries for fiscal year 2020 – 2021. Changes would involve: 2 staff receiving increases to \$10.00 per

hour on July 1 resulting from an increase in minimum wage. 3 staff would have increases to \$11.00 on January 1st also due to increase in

minimum wage. In addition, all staff would receive a 1% pay increase except for Barb Dykstra who will receive the 1% increase plus \$5.00

per month. Britni requested that she not receive a raise but instead be granted 1 week paid vacation during the year. Nancy motioned

to approve the salaries as described. A roll call vote was taken and passed with all ayes.

Library – no report

MISCELLANEOUS

1. Sandy questioned progress on the little library. Britni has not yet contacted Ashley to see if she is still willing to paint.
2. Teresa asked about the Summer Reading program. Numbers are understandable down but higher than anticipated. At last count there were 37 children in the preschool through 5th grade group and 16 or 17 in the 6th through 12th grade group.

The next regular meeting will be on Tuesday, July 21, 2020, at 5 p.m.

Nancy motioned to adjourn. The motion passed with all ayes.

Respectfully submitted,

Kathy Quick