

Stone County Library

Regular Board Meeting

May 21, 2020

Beginning Time: 1:00

Ending Time: 2:33

The Board of Trustees of the Stone County Library met in regular session on Thursday, May 21, 2020. The meeting was called to order by President George Scott. Those present were George Scott, Pam Sheridan, Jim Huy, and Steve Seaton. Angie Evans was present via phone.

The minutes from the previous meeting was reviewed. Ms. Evans made a motion to approve the minutes from previous meeting. Ms. Sheridan seconded the motion. All in favor. **Motion carried.**

The minutes from the email meeting was reviewed. Mr. Scott asked for a motion to affirm the decisions from the email meeting. Mr. Huy made a motion to approve the minutes from previous meeting and reaffirm the decisions for reopening the library. Ms. Sheridan seconded the motion. All in favor. **Motion carried.**

Treasurer's Report:

The balance for the treasurer's cash at the end of April was \$619,263.05 and the building reserve was at \$197,234.06. An upcoming, big expense is for Crane construction to Hamby Construction for a little over @100,000. Federal and State A/E came in. April funding wasn't affected, unsure of October funding. Ms. Payne informed the board that most librarians expect to lose state aid. She, also, informed board that funding for internet usage might be negatively affected, as well, but unsure of amount. Mr. Huy inquired about other options, such as grants. Ms. Payne stated the grant for SRP came through and that she was just made aware of the CARES Act grant and would be checking into it. She, also, reminded the board of grant cycles, which fall in the winter months. Mr. Huy said to apply for all. Ms. Payne reminded the board that these types of grant moneys may not be used for construction, only equipment, upgrades, or programs. Mr. Huy made motion to approve treasurer's report. Ms. Sheridan seconded the motion. All in favor. **Motion carried.**

Discussion:

Treasurer's Report lead into a discussion about current funds (lead by Mr. Scott) and if there is enough to pay off construction in Crane. Ms. Payne stated there is approximately \$200,000 in building reserves. Mr. Huy thought that could be used as collateral when seeking a loan. Ms. Payne stated the loan payment on Galena will go up over the next 6-7 years. Mr. Scott questioned it being established as a float free loan. Ms. Payne said loan wasn't locked in loan and that payments go up and down over the next few years with the final 2 loan payments being the highest of \$100,000 each, otherwise payments are approximately \$80,000 for 5 years.

Mr. Huy asked Ms. Payne to name a figure to get Crane up and running and if building reserve can be used and replace what is used with any excess when wrapping up a year. Ms. Payne agreed that could work. Mr. Huy made motion that Ms. Payne can use up to \$60,000 of building reserves to complete necessities to get Crane up and running. Mr. Seaton seconded the motion. All in favor. **Motion carried.**

Librarian's Report

E-books and E-audio were both up from 400 to over 600. Youth Services has been meeting weekly and posting Facebook videos of story time, crafts, and S.T.E.A.M. Social media participation and receptiveness has been positive. Area principals have been contacted to partner with SPR and are on board. Cathy and Pam will be visiting schools and presenting a program. There will be a contest with reading logs by a class winning an ice cream party.

Over stay-at-home orders, staff did 9+ hours of on-line training. Administrative staff participated in a Strategic Planning and Goals survey with a wrap-up session designed to see the issues, problem solve, and implement plans if needed. Biggest concern was communication. Administrative staff decided to meet weekly via Zoom and it began immediately. **(No motion needed.)**

Blue Eye: Due to an issue regarding staff safety, Ms. Payne requested that Blue Eye hours be shortened to allow for two staff members to be present during open hours. New hours would be Monday/Wednesday/Friday 9-5 and Tuesday/Thursday 10-6. The board supported the action needed. Ms. Sheridan questioned the subject of the safety issue (raised garden beds) and if the staff was told to remove them by the offended party, stating he does not have authority to do so. Ms. Payne said it seems to be a misunderstanding and care was not communicated. The branch manager will get in contact with the Village of Blue Eye informing them the library will be responsible for the lawn care near the raised garden beds. **No motion needed.**

Other Blue Eye News: Mr. Scott inquired about any movement on securing property in Blue Eye. Both Ms. Payne and Ms. Sheridan responded they had not heard anything from the Village of Blue Eye, but Ms. Payne said she would do a follow-up. Mr. Huy responded that it could wait until fall. Ms. Payne informed the board that financially it is not feasible to purchase property and to wait 3-5 years to build up funds. Mr. Scott countered that there should be enough funds in a year. Ms. Payne mentioned the use of the CD's was used to expand Crane. Even with "tightening" things down, she estimates a savings of \$50,000 in a year's time. Mr. Scott suggested a metal building to save costs, due to not needing an architect. Ms. Payne believes, due to the library being a government institution that architects must be involved and she would double check. Mr. Huy suggested getting through the expansion at Crane first and revisiting the topic in the fall. He believes looking at financials at this time is premature with the prospects of receiving grants and all. **No motion needed.**

Crane: Walk through scheduled for June 3rd at 2:00. **No motion needed.**

Other Crane news: Hamby Contruction has made progress on building. They verified there is a 17-inch difference in floors instead of 13 inches as originally thought. Changes should be minimal to compensate. One is eliminating concessions window, which in turn will save money.

Other Galena news: Resignation of Ms. Carolyn Kiesling-Roszel by June 1st. Opening is posted.

Other Business: Family First Act specific to COVID-19 Ms. Sheridan worried about documentation. Ms. Payne said she will use FMLA forms. Ms. Sheridan, also, wondered about having contact tracing in place, due to possible positive cases of COVID-19 once doors reopen. Ms. Payne said that it is against library privacy policy for our patrons. Even law enforcement is required to produce a warrant. Mr. Huy made motion to accept the Family First Act specific to COVID-19. Mr. Seaton seconded it. All in favor. **Motion carried.**

Due to COVID-19 and meetings needing to virtual at times, Ms. Payne requested a policy on the issue. Mr. Seaton motion to make a new policy agreeing to virtual meetings be acceptable forms of meetings. Mr. Sheridan seconded. All in favor. **Motion carried.**

Ms. Payne mentioned a damaged window at Galena and that an estimate will be given this coming week for either replacement cost or fill if possible. She also has MARMIC set to inspect fire panels and sprinkler system at both Galena and Crane before June due to a change in insurance. Mr. Scott requested that she make sure there are enough extinguishers. Mr. Seaton questioned if there is even a need for a sprinkler system at Crane. She requested the audit be moved from spring to fall. Lastly, board officer's election is scheduled for the June meeting. **No motion needed.**

Next regular meeting: June 18th, 2020 at 1:00 pm.

Ms. Evans made motion to adjourn the meeting. Mr. Huy seconded the motion. All in favor. **Motion carried.**

Respectfully,

Rebecca Payne, Director