

The regular meeting of the Board of Trustees of the Bacon Memorial District Library was held at the Library on **Monday, July 13, 2020 @ 3:30 p.m.**

PRESENT: Members: John Engfehr
Carolyn Harris
James Kresin
Maria Lanstra
Janice Wilson
Library Director: Laura Gramlich
Administrative Assistant: Joann Hedger

I. **The regular meeting was called to order at 3:35 pm by President Wilson.**

II. **MINUTES**

Motion to approve the minutes of the June 15, 2020 regular board meeting

Moved by Carolyn Harris, seconded by James Kresin.

AYES: Engfehr, Harris, Kresin, Lanstra, Wilson

NAYS: none

Motion passed unanimously.

III. **REPORTS**

Carolyn Harris stated that the Board should be consulted before Laura plans to hire anyone.

IV. **Unfinished Business**

A. **Front Porch Repair & Staff Entrances** – Janice Wilson stated that the two side porches and the area outside the bell tower should be the highest priorities. The Board asked Laura to contact Wayne Dutton and request that he attend the next Board meeting.

B. **Schwartz Collection** – Nothing new to report.

C. **Library Re-Opening Plan**

D. **Covid-19 Preparedness and Response Plan**

Laura handed out a hard copy of the plan. John Engfehr suggested several minor changes to the plan including the use of page numbers. He suggested

that in response to a confirmed diagnosis or display of COVID-19 symptoms by an employee that the building should be shut down instead of trying to isolate areas. Janice Wilson stated a form should be created for anyone requesting to take FFCRA leave. John Engfehr also suggested the addition of “if fraud has been substantiated, it could result in termination” to the end of the top paragraph on page 10.

John Engfehr made a motion to approve the plan with the changes, Carolyn Harris seconded it.

AYES: Engfehr, Harris, Kresin, Lanstra, Wilson

NAYS: none

Motion passed unanimously.

V. NEW BUSINESS

A. Election of Officers

President – Janice Wilson
Vice President - Carolyn Harris
Secretary - John Engfehr
Treasurer - Jim Kresin

Carolyn Harris made a motion to have all offices continue from 2019/2020 fiscal year to the 2020/2021 fiscal year. Maria Lanstra seconded the motion.

AYES: Engfehr, Harris, Kresin, Lanstra, Wilson

NAYS: none

Motion passed unanimously.

B. Resolution on Investment Officer

Motion by Lanstra, supported by Engfehr:

to appoint Treasurer Kresin as Investment Officer for Fiscal Year 2020-2021, to continue to maintain current funds in a checking account at JP Morgan Chase, to continue to invest surplus funds in excess of those needed for operations in Certificates of Deposit with the goal of earning as much interest as possible, and to authorize any two of the following to sign library checks:

July 9, 2020 – June 30, 2021: Laura Gramlich, James Kresin, Janice Wilson

AYES: Engfehr, Harris, Kresin, Lanstra, Wilson

NAYS: None

Motion passed.

C. Board Meeting Dates FY 2020-21

John Engfehr made a motion to approve, James Kresin seconded it.

AYES: Engfehr, Harris, Kresin, Lanstra, Wilson

NAYS: none

Motion passed unanimously.

D. Holiday Schedule FY 2020-21

John Engfehr made a motion to approve, James Kresin seconded it.

AYES: Engfehr, Harris, Kresin, Lanstra, Wilson

NAYS: none

Motion passed unanimously.

E. Goals for FY 2020-2021

Carolyn Harris made a motion to approve the presented goals, Janice Wilson seconded it.

AYES: Engfehr, Harris, Kresin, Lanstra, Wilson

NAYS: none

Motion passed unanimously.

F. Carpet Cleaning

Laura told the Board that she'd like to have the carpet cleaned in August as usual. The Board supported this decision.

G. CDs Coming Due

The Chase CD will be coming due at the end of this month. The Board decided that Laura should cash the CD in and put it in savings until the next board meeting in August.

Carolyn Harris made a motion to approve, Maria Lanstra seconded it.

AYES: Engfehr, Harris, Kresin, Lanstra, Wilson

NAYS: none

Motion passed unanimously.

H. Security Guard

John Engfehr made a motion to approve hiring Prudential Security when patrons can come back into the building, James Kresin seconded it.

AYES: Engfehr, Harris, Kresin, Lanstra, Wilson

NAYS: none

Motion passed unanimously.

VI. Board Member Concerns

Janice Wilson stated that the July online calendar needs to be updated.

VII. Financial Reports

A. Check Register- June 11- July 8, 2020

Carolyn Harris moved to approve expenditures of \$50,953.48 representing payroll, checks written, and bank debits from June 11- July 8, 2020. Seconded by Maria Lanstra.

AYES: Engfehr, Harris, Kresin, Lanstra, Wilson

NAYS: none

Motion passed unanimously.

VIII. Communications

IX. Hearing of the Public

No one present

X. Adjournment

Motion for adjournment made by John Engfehr, seconded by Maria Lanstra.

The Meeting adjourned at 5:02 p.m.

The next meeting will take place on Monday August 10, 2020 at 3:30 p.m.

Joann Hedger,
for John Engfehr, Secretary
July 13, 2020