

Independence Public Library Board of Trustees Minutes

Wednesday, March 18, 2020

- I. **Call the Meeting to Order:** The regular meeting of the library board was called to order by Chairman Carolyn Torrance at 5:15 p.m.
Trustees attending: Michelle Anderson, Tom Richardson, Tom Sewell, Jana Shaver and Carolyn Torrance. **Absent:** Megan House and James Reed.
Also attending: Library Director Jeri Hopkins.
Adoption of Agenda-Richardson moved and Sewell seconded the motion to approve the agenda as printed. Motion carried.
 1. Approval of Minutes-Minutes of the February 19, 2020 meeting were approved as presented.
- II. **Consent Agenda:** The consent agenda was adopted as presented. Total expenses for bills and payroll through the month of February were \$140,233.69.
- III. **Old Business:** 1. KTech Security Expense-Hopkins explained that extra work was necessary to complete Open Access. Sewell moved and Richardson seconded the motion to approve check #24928 in the amount of \$14,308.40. Motion carried.
- IV. **New Business:**
 1. 2021 Budget-Hopkins presented the budget for 2021. It includes a 3% salary increase for all employees and restores salary, materials and programming to previous levels. Sewell questioned the grant outlay line of \$43,500. Hopkins said that is an estimate. Health insurance costs were discussed. Torrance asked when the telephone system will be updated. Hopkins reported that the system is being improved at present at a cost of only \$12 more a month. Anderson moved and Richardson seconded the motion to approve the 2021 budget. Motion carried.
 2. Pandemic Preparedness-Hopkins reported the America Library Association recommends closing following CDC Guidelines. Anderson moved and Richardson seconded a motion to close until Hopkins decides it is safe to open again. Employees will continue to be paid. The library Facebook page will be used to supply information. Hoopla availability will be extended.
- V. **Staff Reports:** 1. Director's Report: *Hopkins explained **what staff members will be doing from home during the closure** *A candidate has been interviewed for **Betsy's position.** ***Open Access** usage increased 14% in February. *The front desk collected approximately **\$16,000 in donations for Open Access.** ***E-Rate funds** are paying for part of the new network switches. *The second round of **Libraries Build Business grant application** has been completed. IPS applied for just over \$69,000 which would furnish a state-of-the-art small business center. ***Internet is available** from outside the library.
- VI. **Upcoming Advocacy Events: None**
- VII. **Comments from the Board:** Torrance thanked Hopkins on her hard work and creativity during this difficult time and thanked her..
- VIII. **Adjournment:** Meeting adjourned at 6:30 p.m. The next regular meeting will be Wednesday, April 15 at 5:15 p.m.

Jana Shaver, Secretary

Date of Approval: _____