Cadott Library Board of Trustees-April 13, 2020 Regular Meeting

*Opening*: Meeting is called to order at 4:33pm by President Kotek.

*Roll call/Establish Quorum/Compliance of Open Meeting Law*: Board members “present”=Kotek, Huhn, Kaste, and Mackie. Quorum is established. We are in compliance of Open Meeting Law. Also present=Library Director Samma Johnson.

*Approval of Agenda*: Motion made by Kaste/Mackie to approve agenda. Motion carried.

*Minutes of March 9th Regular Meeting* were read. One spelling and one grammar correction noted. Motion was made by Huhn/Kaste to approve corrected minutes. Motion carried.

*Minutes of March 16 Special Meeting were read.* One grammar correction noted. Motion was made by Huhn/Kaste to approve corrected minutes. Motion carried.

*Minutes of March 30 Special Meeting were read.* Motion was made by Kaste/Kotek to approve minutes*.* Motion carried.

*Bills Paid in March were presented.* Motion was made to approve bills by Kotek/Kaste. Motion carried.

*Director’s Report* was presented. Highlights: The request to hold returns has been followed relatively well. The few returns are sitting a couple of days before being processed. Due dates had been pushed to April 24th; no fines are accruing. Samma has been joining in when available on some online IFLS meetings. Samma has been keeping our social media pages updated daily with fun at-home ideas. Her Chapter-a-Day readings of The Wizard of Oz have been receiving an average of 30 live views and about the same for post-live viewings. The next title isn’t chosen yet. The zoom book discussion for *Wizard of Oz* did not have any interest. Samma will be organizing a virtual book club meeting for members to discuss their March selection. Samma’s ALA Annual was cancelled due to COVID, and the board members agree with her that she should opt to use the scholarship that she’d received and the money paid in for the 2021 ALA Annual. Samma’s last class is finished and she should be receiving official certification soon. Cindy has been focusing on IFLS updates and doing some webinar watching. Lora is focusing on a project, getting familiar with CANVA, and brainstorming programming ideas.

*Second reviews of Policies* included: Loan of Library Materials Policy, Library Card Policy, and Library Records Retention Policy.

*COVID-19 Update* *was held*: It was noted that the last official word from the state was closure till April 24th. The last official word at the federal level was closure till April 30th. Samma did mention at the time of this meeting John from IFLS had no inkling from upper levels as to when the re-open might be allowed. It was acknowledged by Samma and the board members that when re-opening is allowed, it may be a soft re-opening at first.

*Public Comments*-none

*Adjournment* Motion was made by Mackie/Kaste to close the meeting. Motion carried. President Kotek called the meeting closed at 5:12 pm.

Respectfully submitted,

Diana Mackie, Secretary