Cadott Library Board of Trustees-November 9, 2020 Regular Meeting

*Opening*: The meeting was called to open at 4:30 pm by V.P Kotek, acting in absence of President Kaste.

*Roll call/Establish Quorum/Compliance of Open Meeting Law*: Board members present included Kotek, Mackie and Hager. Quorum was established. We are in compliance of Open Meeting Law. Also present was Library Director Samma Johnson.

*Approval of Agenda*: Motion made by Mackie/Hager to approve tonight’s agenda. Motion carried.

*Minutes of October 12th Regular Meeting* were read. Motion was made by Hager/Kotek to approve the minutes as read. Motion carried.

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

*Director’s Report* Highlights: A programming update was given which covered the County Wide Read of The Great Alone which had 3/6 participants from Cadott. Also discussed were NaNoWriMo Events, the Halloween Goodie Bags that were given out (which an $80 donation from the CCA was given to help us fill), the upcoming Facebook Live Read of Pippi Longstocking, and the library Facebook page stats. Samma next brought up thoughts of closing early on some later nights due to low patronage. The board was not in favor of that. We were given a briefing on Friends’ activities which included the decision to forego the usual fundraising letter writing campaign, the continued sale of cups, and the Patron Appreciation goodie bags that they plan on funding in December. In IFLS news, Samma shared there would be a Trustee Supporting Library Director webinar series that she will send us links to, if desired. She did inform us as well that she had been nominated to be Secretary for the MORE Executive Committee, but that virtual meetings would not be during her work hours at Cadott.

*Fine Free Policy (2nd Review)* The board felt this policy was fine as written. The board agreed that our existing fines for returned items should be wiped out when this policy goes into effect; they also expressed that continued delinquency policies should be followed for any unreturned items.

*Approval of Staff Day (Work from Home)* Samma asked that in lieu of a cleaning day on Black Friday that each worker be allowed to work from home. A motion was made by Mackie/Hager and carried that all staff members could earn 2 hours working from home over the Thanksgiving weekend that the library will be closed.

*Approval of Additional Closed Dates (11/28; 12/26; 01/02)* Hager/Mackie made a motion to close on these dates. The motion carried.

*General COVID 19 Update* Samma reiterated that numbers were down, with maximum daily attendance being 27. She mentioned that many libraries were going back to curbside services and asked us our thoughts. At the time of this meeting, acting President Kotek favored addressing any change in library services through a motion to be made at next month’s meeting.

*Public Comments:* There were none.

*Adjournment:* Motion made by Hager/Mackie. Carried @ 5:25 pm.

Respectfully submitted,

Secretary Diana Mackie