

VALLEY CENTER PUBLIC LIBRARY  
BOARD MEETING MINUTES  
October 19, 2020

The meeting was held by Zoom due to the continued closure at the direction of the Library Board. The meeting was called to order by Chair Toby Carver. Those in attendance were Toby Carver, Sara Johnson, Jeanne Shove, Morgan Wiebe, Terry Foster and Janice Sharp. Brent Clark and Ron Colbert also attended. Stacy Alexander was out of town and Barbara Jarman was ill.

Morgan made a motion to approve the agenda; Sara seconded. Motion carried; vote was unanimous.

There were no comments in the public forum.

Jeanne made a motion to approve the minutes from the September 21 meeting; Sara seconded. Motion carried; vote was unanimous.

Morgan made a motion to approve the financial report and pay bills; Sara seconded. Motion carried; vote was unanimous. Janice shared that the payment to Biblionix included the migration from Polaris and that the invoicing had been waived in the first year. The migration was over \$4,000 and is a one-time fee. The balance will be an annual fee for the maintenance and support. The check for SCKLS is payment for the computers and monitors included in the Technology Grant we were awarded. Two staff members from SCKLS will be at the Library tomorrow to install the computers.

Toby did not have anything to report at Board Chair.

In the Director's report, Janice shared that our carpet had been cleaned in the Library over the weekend. Staff had moved anything movable into the Cottonwood Room on Thursday and Friday with the help of Terry's son, Garrett. Staff moved items back into the Library on Monday morning with the help of Garrett once again. (Carpet is cleaned every 6 months.)

Staff from Buildings & Public Works have been in to match colors for corner moldings in the Library and Meadowlark Room. Neal has indicated that the Library will be billed for the cost of the moldings in the Library.

Janice shared that staff member, Alice, had traveled to Arizona two weeks ago to visit family and became ill last Thursday. Alice took the precaution to have herself tested and found that she tested positive for the Covid virus. She will need to remain isolated for 10 days from the first day of illness. In discussion, it was determined that we will need to pay Alice for the normal work hours and days while she is in isolation. Morgan explained that an adjustment can be made on our reports for the amount of Social Security during Alice's isolation.

In the Office Manager's report, Terry shared that our stats are continuing to be about the same. We have had some new users of the curbside service in the last several weeks.

Terry also shared that we will be preparing craft/activity bags for kids again beginning sometime in November for pick-up in the foyer on a bi-weekly basis. Staff feels we need to have some activities for kids again.

In Old Business, there was discussion about re-opening. Barbara had shared by telephone with Janice that in her opinion, we should remain closed through January. After discussion, the Board felt it was still necessary to remain closed, providing curbside service and computer use by appointment. We will make the announcement on a month-by-month basis rather a statement based on long-term closure. We could also state that we're closed for the foreseeable future.

Morgan made a motion to approve the Library Bylaws as amended on 10-19-2020; Sara seconded. Motion carried; vote was unanimous.

Janice had prepared her 2021 budget based on the amount of income expected from the City for 2021. Morgan would like to review the budget. Janice emphasized that the budget and the discussion of pay increases will be discussed in the November. In the past, the Board has reviewed and approved the payroll increases and bonus amounts in the November meeting and the pay increases become effective on December 1 since December hours are actually paid in January. Janice will send the schedule of current pay rates and previous bonus amounts to the Board prior to the November meeting.

Sara made a motion to adjourn the meeting; Morgan seconded. Motion carried; vote was unanimous.