

AGENDA

Eaton Public Library Board of Trustees

April 1, 2020

5:30 pm

Virtual Meeting

A link will be placed on Eaton Pubic Library Facebook Page to attend this meeting live

1. Call to Order
2. Approval of the agenda
3. Report of the President
4. Report of the Friends of the Library
5. Director's Update
6. Approval of the Consent Agenda (Members can request any items be removed from Consent)
 - a. Meeting Minutes of March 4, 2020
 - b. Director's Report
 - c. Financial Report
 - d. Invoices
7. Items removed from the Consent Agenda
8. Old Business
9. New Business:
 - a. Impact of COVID 19
 - b. Board Election
10. Action Steps
11. Board Comments
12. Adjourn

Next Meeting: May 6, 2020 at 5:30 pm

IGA Updates - "Addendum A" needs clarification. Verbiage does not define clearly if decision has to be 100% - Does everyone have to approve?

9. New Business -

Acquisition of Property - Dave suggested taking to the home owner that lives west of the library across the alley for possible building space. Can not build up and may want to expand in the future. Trustee St.Peter made motion for Dave to talk with property owner about potential sale. Motion seconded

Board Self Assessment Form- discuss April Board Meeting

Board Elections - discuss April Board Meeting
Reviewed years of service and what position held

Dave 8 years - position of President, Vice President and secretary
Noami -20 years
John 6 year secretary, vice president, president
Maureen - 3 years trustee
Julie - 5 years secretary, vice president
Shelley - trustee 6 months
Marlene - 10 years vice president

April Meeting add to agenda - Jerry Lewis, Board election process, Self assessments

Report to the Library Board
Brenda Carns, Library Director
April Report

We are currently in an unprecedented situation. The governor just issued a stay at home order through April 11. I texted our staff that they are to remain home and to continue working from home as able. I imagine that they are as shell shocked as I am but also recognize this is needed.

The state's Public Library Directors are continuing to meet on line to share information and ideas about how to continue providing services. Now that no one is allowed to go to work, we will shift our focus to totally virtual services but I don't know yet what that will look like. Up to now, much of the discussion was about how to use skeleton staffing safely.

I learned from HPLD today that penalties for late property taxes have been lowered but the district doesn't think this will have much impact on collecting library revenues. Matt is keeping me apprised.

Staffing: and Programs:

- Our staff will continue to do what they can from home. Some of them have jobs that allow for more options than others.
- Work related training is being developed which will be shared amongst libraries and our staff will be asked to participate. I anticipate we will find more on line avenues for all staff to participate in value added tasks for our patrons.
- This situation may open up new ways to serve our community in our current times, beyond the mostly traditional ways we currently provide. The board's space planning process may need to reflect some changes we don't currently anticipate.
- We cancelled in library programs mid month. Neal is diligently working on virtual programming we can offer to the community. He hopes he can launch the at home code club next week using Zoom. More on programs below.
- This week, staff wiped down about half of the library and its collections with bleach water. Most of this work was done by Ana, Betsy, Jess and Sam.
- Patrons with holds were phoned and allowed to pick up their materials outside the library door by appointment. They were very appreciative.
- Betsy is continuing create collection order lists on line from home.
- Vince is posting helpful information on the website and Facebook for the community
- Neal reported programs through mid-month: Strategic Cuisine, Artemis gaming; EEE and BEES 2nd, 3rd grade, Kindergarten and 1st grade visits; the Town Easter Egg Hunt program has been postponed and work on Summer Reading Program design has been derailed by the COVID 19 impact Training Compilation for Staff
- Neal is compiling some online training options for staff, and created a digital form for staff to track them. He located a list of library competencies (88 pages long) and will keep an eye out for quality training materials that match core parts of our work in Eaton.
- Sam's programs were well attended prior to the cancellation order.
- Since closing the library, Sam contacted speakers to cancel and reschedule as appropriate, planned activities for Teens when the library reopens, reviewed Good Reads and Bookbub for ideas and trends in Reader's Advisory and planned teen bulletin boards for upcoming months.

- Katie has been translating notes to patrons about the current closure and putting a few resources in Spanish on Facebook, such as read-alouds of Spanish children's books.

Facility Updates

- Roger worked on cleaning up the outside landscape this week. He assisted with emptying the bookdrop which we placed outside the front door for returned materials.
- The tile installer replaced our ceiling tiles which were damaged that didn't have electrical work required. He has several more things to do, which will have to wait until the quarantine is lifted to complete.
- I spoke with the town about possibly placing a permanent walk up book drop on the corner for returns.

Town Information

- I met several times each day this week with Jeff
 - All staff were paid their regular salaries this pay period
 - The town hopes to be refunded for costs associated with COVID 19 by the state

Library Fund

Revenue & Expense

	Month Ending 2/29/2020	YTD 2/29/2020	Budget Full Year	Percentage Used	Budget Variance
REVENUES:					
Property Taxes	6,226.69	6,226.69	1,376,561.00	0.5 %	(1,370,334.31)
Fines & Miscellaneous	95.10	382.33	3,000.00	12.7 %	(2,617.67)
TOTAL REVENUES:	6,321.79	6,609.02	1,379,561.00	0.5 %	(1,372,951.98)
EXPENDITURES:					
Head Librarian	6,268.80	12,537.60	75,237.00	16.7 %	62,699.40
Assistant Librarians	21,784.30	43,341.74	342,002.00	12.7 %	298,660.26
Employee Benefits	4,474.74	8,893.81	82,110.00	10.8 %	73,216.19
Operating Supplies	2,324.17	2,848.79	17,000.00	16.8 %	14,151.21
Public Relations	37.73	880.34	10,000.00	8.8 %	9,119.66
Postage	55.00	55.00	500.00	11.0 %	445.00
Communications	304.81	610.68	4,500.00	13.6 %	3,889.32
Mileage Reimbursements	190.91	190.91	2,600.00	7.3 %	2,409.09
Training	1,989.08	2,309.19	10,000.00	23.1 %	7,690.81
Insurance	0.00	21,055.00	22,000.00	95.7 %	945.00
Contract Services	3,241.42	5,920.43	36,000.00	16.4 %	30,079.57
Utilities	611.32	1,763.94	20,500.00	8.6 %	18,736.06
Repairs & Maintenance	414.79	648.45	20,000.00	3.2 %	19,351.55
Media	1,290.01	1,496.78	25,000.00	6.0 %	23,503.22
Print	5,230.47	7,287.39	32,000.00	22.8 %	24,712.61
Periodicals	55.00	110.00	3,500.00	3.1 %	3,390.00
Library Programs	913.69	2,873.85	30,000.00	9.6 %	27,126.15
Equipment Acquisition	0.00	0.00	20,000.00	0.0 %	20,000.00
Capital Projects	0.00	0.00	100,000.00	0.0 %	100,000.00
TOTAL EXPENDITURES	49,186.24	112,823.90	852,949.00	13.2 %	740,125.10
NET SURPLUS/(DEFICIT)	(42,864.45)	(106,214.88)	526,612.00	(20.2)%	(632,826.88)

Eaton Public Library Income & Petty Cash

March, 2020

Date	Description	+	-	Comments
March 1, 2020	In Drawer	\$150.00		
March 25, 2020	Deposit	\$98.57		deposit
	In Drawer	\$150.00		

Payments

Date	Petty Cash - Paid Out		Comments
March 13, 2020	Betsy-Cleaning	\$11.00	Paper towels, bleach
March 13, 2020	Brenda-Cleaning	\$17.28	Disposable gloves, paper towels, bleach
	Total	\$28.28	

Date	Other Activity	+/-	Comments

2/19/2020		Walmart -punch, cookies, oranges for book club, Teen Thursday, Art Group, & HW Club	\$36.11	#8600
		Total card 3	\$121.79	

Approved for Payment by:

Eaton Library Board Date