

**NEWTON PUBLIC LIBRARY
BOARD MEETING
May 26, 2020**

Call to Order: By Terry Townsend at 4:02 p.m.

Present: Terry Townsend, Cindy Smith, Tom Hollander, Jo Kono, Mark Hallam, Judy Zegers, Matt Muckler, Susan Beise, and Nicole Terry.

Agenda Approval: Hollander to approve the May 26 agenda. Smith seconded. Motion approved.

Minutes Approval: Smith moved to approve the February 27, 2020 meeting minutes. Hollander seconded. Motion approved. Smith moved to approve the March 13, 2020 meeting minutes. Hollander seconded. Motion approved.

Public Comments/Concerns: None.

Approval of Bills: Hollander moved to approve the March 2020 bills in the amount of \$15,140.92, the April 2020 bills in the amount of \$20,192.69 and the May 2020 bills in the amount of \$80,116.46. Townsend seconded. Motion approved.

Library Financial Report: Staff expense is lower than budgeted.

Long-Range Plan: Included in packet.

Library Director Report: Staff has been continuing to work on special projects during this closure.

Newton Public Library Foundation Report: They will be trying to schedule the annual meeting sometime in July.

Old Business:

- a) **Budget Fiscal Year 2021:** Reviewed the budget.

New Business:

- a) **No Trespass Form for Behavior Violations:** Townsend moved to approve the form. Kono seconded. Motion approved.
- b) **ILL Policy (Postponed):**
- c) **Computer Use Policy:** Hollander moved to approve the policy. Townsend seconded. Motion approved.
- d) **2021 Library Holiday Closures:** The edits to the 2020 Holiday and the 2021 Holiday calendar will be reviewed at the next meeting.
- e) **Board Members End of Terms & Search:** Tom Hollander and Cindy Smith will end their terms at the end of the term in June. Ward 4 and Ward 3 positions will be open.
- f) **Lambs Grove 28-E Contract:** Hollander moved to approve. Smith seconded. Motion approved.
- g) **COVID-19 & Library Re-opening Plans:** Townsend moved to stay in Phase 1 through July 1, 2020. At the June 25, 2020 board meeting the board will review the situation to determine if it's still appropriate to move into Phase 2. Hollander seconded. Motion approved.
- h) **Summer Reading Program Updates & Changes:** Reviewed the programs.

- i) **Library Staffing Updates:** Reviewing positions and timing.

Agenda Items for Next Meeting

- a) Director evaluation
- b) 2020 and 2021 Holiday Closures
- c) Next Meeting: Thursday, June 25, 2020

Adjournment: Hollander moved to adjourn. Townsend seconded. Motion approved and the meeting was adjourned at 4:44 p.m.