

Newton Public Library Board of Directors

Meeting Minutes

July 23, 2020

4:00 PM: Studio Melee Presentation/Workshop (Tom Hollander in attendance.)

Call to Order: By Townsend at 4:50 PM.

Attendance: Rita Baker; Jo Kono; Juana McConnell; Terry Townsend; Nicole Terry, Library Director; Lisa Frazier, City; Matt Muckler, City Administrator; Mike Hansen, Mayor.

Agenda Approval: Moved by Baker, seconded by McConnell and passed to approve the July 23, 2020 Agenda.

Minutes Approval: Moved by Kono, seconded by Baker and passed to approve the June 25, 2020 Minutes.

Public Comments/Concerns: None.

Approval of Bills: Moved by McConnell, seconded by Kono and passed to approve the bills.

Library Financial Report: None available.

Long Range Plan: Completed as scheduled on the "Library Business Calendar July 2020 – June 2022."

Library Director's Report: In addition to the printed report, Terry indicated that grants were received from the Jasper Community Foundation. She also noted that the level of "busyness" has abated since open hours were raised from four (4) to six (6) per day.

Newton Public Library Foundation Report: Townsend reported that the Annual Meeting was held on July 17, 2020.

Studio Melee Presentation/Workshop: Moved to 4:00 PM to accommodate members of Studio Melee.

Old Business:

- a) COVID-19 and Library Re-opening Plans: Terry indicated that the library will stay in Phase 2 as long as spiking continues. Beginning July 27, 2020, all patrons will be required to wear face coverings except very young children. Die-cut/Accu-cut will be used by appointment only in thirty (30) minute intervals to allow more access. Moved by Baker, seconded by Kono and passed to allow Phyllis Peter to provide outside story time sessions for at-home daycare facilities.
- b) Board Member Applications/Search Results: moved by McConnell, seconded by Kono and passed to recommend the appointment of Darcy Soule to City Hall.

New Business:

- a) Board meeting Dates and Times: Postponed until five (5) members are present.
- b) Trustee Appointments:
President – McConnell

Vice President – Kono

Secretary – Townsend

Treasurer – Baker

Friends – Baker

Foundation – Kono

- c) Tree Removal: Moved by Townsend, seconded by Baker and passed to approve removal of the “messy” pine tree on the east side of the building.
- d) Sirsi-Dynix Contract: Terry will extend the contract as they provide core functions for the library.
- e) Library Hotspots via U.S. Cellular and Foundation: Terry reported that five (5) will be purchased by the Foundation and five (5) will be purchased using donations. U.S. Cellular will activate them. Terry will create usage policy. Moved by McConnell, seconded by Townsend and passed to approve the Hotspots Project.
- f) City and Library Budget Timeline for FY2022: Muckler indicated that a goal-setting session is set for September 14, 2020. The August 3, 2020 budget target date may be “iffy.” He noted that the library is in a better position due to increased property taxes. Terry will forward the Memo to board members when she receives it.
- g) Library CIP Submitted: The project is the Fire Protection System Assessment and Installation at a cost of \$250,000.00.

Agenda Items for Next Meeting: None were presented for the August, 20, 2020 meeting.

Adjournment: Moved by Kono, seconded by McConnell and passed to adjourn at 5:25 PM.

Respectfully submitted,

Rita Baker, Secretary ProTem