



Drummond School & Community Library District Board of Trustees

Regular Meeting:

May 19, 2020

1:30 pm

CALL TO ORDER:

Attendance: Sue Peterson, Judi Davis, Christina Barbachano, Jodi Oberweiser, Dorene Pfenkler. Patsy Buck was absent. Jenna Buxbaum was absent.

APPROVAL OF MINUTES:

Christina made a motion to approve the minutes. It was seconded by Judi and the motion carried.

FINANCIAL REPORT AND APPROVAL OF BILLS:

Dorene presented the April statement. Judi made a motion seconded by Judi to approve the bills and the motion carried. \$20 Credit Card Services for ALZ; \$14 to DHS to reimburse for a Kindle purchase.

Jodi presented the Federation Plan of Service for FY'20 which will be \$1947.32 that includes CE and Travel, and Technology.

Judi made a motion to refine \$100 to Hall School for services not used due to the COVID closure. It was seconded by Christina and approved.

PERS - \$14561.83 was paid for the retroactive reimbursement claim for Jodi. \$320 was withheld this month and \$500 will be withheld from Jodi's paycheck for the remaining \$2500 of her portion.

Jodi was asked to respond to the State Library that the library will not participate in the pilot program for mobile hot spots for lack of ability to sustain the program after its completion. There is a possibility in the future that hot spots may be provided for students and families, however Blackfoot charges \$69/month/family. Verizon is not eligible for this funding.

CORRESPONDENCE:

UNFINISHED BUSINESS:

Christina made a motion to approve the second reading of the PERS Policy. It was seconded by Judi. The motion carried.

The Blackfoot technology grant was awarded and 4 mini computers were purchased.

Sue asked Jodi to be sure to post the agenda by Thursday prior to the meeting.

NEW BUSINESS:

Christina moved to hire Sabrina Shows as the Summer Reading Program Coordinator. Sue seconded the motion and it was unanimously approved.

Reopening the library was discussed and guidelines will be shared with patrons through posters and social media.

June 1 Phase II

65+ with health issues are encouraged to continue to telework. Follow guidelines of hygiene, social distancing, PPE, screening, and sanitation. Groups of 50 may gather if these guidelines are followed. Groups larger than 50 are expected to cancel or consult the Public Health Department. Current circumstances are that restaurants etc. may operate at 75% capacity with a strict protocol. The restrictions on out of state travelers will be lifted.

Beginning June 1, 2020

- limit of 10 patrons in the library at one time
- children under 12 must be supervised by an adult
- only come in to check out materials
- 2 public use computers available with 30 minute time limits
- stay home if you are not feeling well
- if you are uncomfortable coming in to pick u-p materials, you can call for curbside delivery.

Services provided:

- EBooks and audiobooks through Montana Library2Go
- WiFi access outside of the building on your personal device
- online catalog for placing holds on Drummond materials

Hours of operation: M-W 1-5 * Th 1-7 * Sat 10 - 4

The possibility of programming (such as Night @ the Library) will be discussed later.

Jodi will ask Alex to make a plexiglass screen for the circulation desk.

Sue mentioned that she will send Jodi a message to notify employees that paychecks are available to be picked up. (June 5th)

Sue will present the director's evaluation at the next meeting.

Summer cleaning, projects and maintenance were discussed. Jennifer will use the vir-ex solution to sanitize the library.

Jennifer has shampooed the carpets and is cleaning the upholstery. However, the library's upholstery cleaning machine is broken. (a part cracked in the freezing temperatures this winter and no replacement parts could be found online.) Trustees approved the purchase of a new upholstery cleaner.

Hayley will be gone for 6 weeks beginning on June 24th and Daisy Langton will work in her place. Dorene and Daisy will substitute on days that Jodi is gone during the summer.

Due to health concerns, Shelley will not be working during operating hours, however, she will continue to process books during times when others are not in the building.

LIBRARY REPORT:

Jodi reported on the Broad Valley's Federation Meeting held remotely following the cancellation of the in-person meeting on March 13th. Patsy also attended the meeting and voted to approve the orders of business including approval of the 2020 Plan of Service.

Trustees approved of Jodi purchasing a subscription to Simple K-12 for CE credits using Federation Grant funds since MLA and other CE opportunities were canceled.

Jodi and Shelley are working on an order for Browsing Bison Books.

PUBLIC COMMENT:

ADJOURNMENT:

NEXT MEETING:

June 16, 2020 at 1:30pm

Chairman

Secretary