

*Auglaize County Public District Library Trustee meeting.
Meeting held at the Wapakoneta Library with 3 board members attending via Zoom*

Pat Block called the meeting of the Auglaize County Public District Library Trustees to order at 10:04 a.m. on May 11th, 2020.

Trustees present: Pat Block, Barbara Pelly, Connie Schafer, Ron Pepple, and Chuck Rowen

Also Present: Beth Steiner, Jenny Eyink, and Kristine Spyker

PUBLIC Comment:

No public attended the meeting

MINUTES FROM April 13th and April 29th, 2020

Barbara Pelly made a motion to accept the minutes from the April 13th and April 29th meeting and Connie Schafer, seconded the motion.

Roll Call:

Connie – aye, Chuck – aye, Ron-aye, Pat-aye, Barbara - aye

Cathy Maurer entered the meeting at 10:10 AM

FISCAL OFFICER REPORT

Jenny Eyink discussed her financial officer report. Jenny discussed the cuts in PLF due to the Corona Virus.

April Financial Reports & Donations

Jenny Eyink, Fiscal Officer, presented the financial information for April 2020

Motion by Ron Pepple to show Board review of financial information listed here to include the following for April 2020:

Monthly Financial Statement, Payment Listing, Bank Reconciliation, Bank Statement, and Monthly Donation Sheet. Chuck Rowen seconded the motion.

Roll Call:

Connie – aye, Cathy - aye, Chuck – aye, Ron-aye, Pat-aye, Barbara - aye

LIBRARY SERVICES MANAGER

Kristine discussed she was researching various options for the Summer Reading Program. Due to the uncertainty of the Summer Reading Program, she has various alternatives. She is looking to change the typical dates of summer reading, pushing the start date back to mid June.

Courtney Burton entered the meeting at 10:20 am.

Chuck Rowen noted with all the closures and cancellations, libraries will be used even more this summer.

Ron Pepple questioned how to bridge the gaps between the school and the library.

DIRECTORS REPORT:

Beth Steiner discussed the Director report.

Beth told the board about the virtual retirement farewell to Rhonda Toland. Rhonda retired from the library as of April 30, 2020.

Beth informed the board that Fred delivered all the PPE to all library locations.

Beth informed the board we are still waiting on notification of United Way Funding.

OLD BUSINESS:

None noted.

NEW BUSINESS:

1. Covid-19 Pandemic Time Period

a. Re-Opening Our Doors

- a. Beth discussed her plan of reopening in phases. Phase 1 would consist of “curbside service”. Wapak Library would use the drive thru. All other locations would use their vestibule for pick up. Item pick up would be by appointment only. We will use our online scheduling Evanced software. Patrons will be able to schedule pick up online or by calling in to the Library. Chuck suggested starting with 4 appointments per hour.
- b. Beth discussed her staffing plan. Discussion was held regarding staff coverage for open hours. Beth discussing other job duties staff could be working on during curbside pick up.
- c. Beth discussed the launching of Packed Teens and Packed Kids. This will be very similar to the Packed service already offered to adults. This will be a great service for the patrons that do not know which books they would like.

b. Heating and Cooling Inquiries:

- a. Beth informed the board she inquired all locations to contact their respective heating and cooling companies regarding options for “cleaner” air. We have received mixed reviews regarding our options.

c. Events on Property

a. Farmer’s Market – Waynesfield

- i. The Board discussed they were fine with the market as long as state guidelines were followed.

Cathy Maurer made a motion to go into executive session to discuss personnel issues at 11:12 am. Motion seconded by Chuck Rowen

All in Favor – Aye

Kristine Spyker left the meeting at 11:12 am

Came out of executive session at 12:34 pm

Ron Pepple left the meeting during executive session due to another appointment.

Due to the continuation of reduced library services and as a result of COVID 19, Chuck Rowen made a motion to furlough library aides, technology service assistant, floaters, and pages as of Friday, May 8th. Motion was seconded by Barbara Pelly.

Roll Call:

Connie – aye, Cathy - aye, Chuck – aye, Courtney - aye, Pat-aye, Barbara – aye

Cathy Maurer made a motion to approve a plan under the guidance of the Auglaize County Library Director and consistent with Ohio Department of Health and Center of Disease Control Guidelines, to begin a phased in re-opening plan. This will require continued services of administrative staffs, supervisors, assistant supervisors, maintenance, and programming assistants. Motion was seconded by Connie Schafer.

Roll Call:

Connie – aye, Cathy - aye, Chuck – aye, Courtney - aye, Pat-aye, Barbara – aye

Motion by Barbara Pelly to adjourn at 12:58 pm, seconded by Cathy Maurer

All in favor: aye

Respectfully submitted,

Jenny Eyink, Fiscal Officer

Pat Block, Board President