Call to Order
The meeting was called to order by Jay Filler at 7:30 PM

Roll Call
Present In-Person: Jay Filler, Desiree Sierens, Dave Martin, Tom Schermerhorn, Paul Garcia, Judi Alden
Staff Present: Sondra Terry & Rachel Wright
Public Present: Shari Kagan (in-person)
Absent: Cynthia Schenk

Additional Agenda Items
None.

Approval of Minutes
A motion was made to approve the March 23, 2021 Board Meeting Minutes.
  Moved by Dave, 2nd by Tom
  Yes: Judi, Dave, Desiree, Tom, & Jay
  Abstained: Paul

Public Forum
None.

Financial Report
A motion was made to approve the Financial Report.
  Moved by Desiree, 2nd by Tom
  Yes: Unanimous
  Discussion: 2/3rds of annual budget used; on target.

Vendor’s list and new Vendors
No new vendors.
A motion was made to approve the Vendors List.
Moved by Desiree, 2nd by Dave

Yes: Unanimous

Discussion: Talked about vendor New Colonial (snow removal company) and last service they provided, along with payment made.

Communications

None.

Library Director's Report

Donation received as a Memorial collection
June Wilson donated a collection of 300+ books as a memorial to her husband. The book are mostly about plays and theatre production. This collection will be an assist smaller theatres that do not have a large budget as many books are “how-to/DIY” books. We will begin cataloging the books and house them in an area in the back of the library. We anticipate other libraries (via PrairieCat) and the local community (theatre of the arts, high-school, etc.) to utilize collection during their drama productions. We intend to have a small dedication ceremony in the fall.

Personnel Update
Rachel Wright is the new Administrative Assistant, which we met last month, and again earlier today.

PrairieCat Update
Initially, when we applied for the grant, we had to complete it within 18 months. However, we are moving forward with completion it in 2 months. PrairieCat had 8 libraries they were migrating (the northern 8), allowing the process to be fast-tracked for our library. At this time, we are focused on cleaning up records to ensure the final migration happens smoothly and no items are lost in the process. Additionally, we have been training our staff to use the new system. Training is about circulation / cataloging (backend) and patron catalog access.

COVID Practices Update
RAILS has gone from a 7 day quarantine, to a 3 day, to no quarantine following the CDC guidance that COVID-19 is not a surface-spread disease, but rather airborne. Right now we are at a 3 day quarantine for returned inventory. We plan to go to no quarantine by June 1st. We will discuss the necessity of glove use in our staff meeting. Some staff want to continue to use the gloves while others would be happy to sanitize in-between rather than using gloves. Additionally, once we end quarantining library materials, we will resume our standard fines policy.

Summer Program Update
The Summer Reading Program will be virtual this year; same as last year. The virtual program worked well last year and we anticipate it working well this year too. For other programs (book clubs, etc.), whenever the weather permits, we will host them outside in-order to accommodate more patrons. Depending on how the summer goes, we are looking into opening up more in-person programming in the fall.
Library Hours
Starting in the fall, we would like to resume our regular library hours. We will maintain the same staff requirements of 2 clerks at the desk at all time for safety and productivity requirements. Also, we plan to maintain curbside pickup.

Standing Committee Reports
None.

Discussion: Jay requests Sondra to forward existing committee lists. He will then assign the board members to the committees. He will also create the new Policy committee. The personnel committee needs to meet before the next board meeting for Sondra’s upcoming review; Jay to schedule.

Old and New Business

Nursing Home: Large Print Books
We have 5 small boxes of large print books (about 100 books total) we are giving to the nursing home. These books do not have a significant value to the library as they are older publications (5+ years); no financial impact. We currently we have a small collection at the nursing home now, but we have received feedback from the nursing home that collection is very popular. Therefore, we would like to give these books to the nursing home collection that we are removing from library circulation.

A motion was made to approve the donation.

Moved by Judi, 2nd by Desiree

Yes: Unanimous

Back to 100% In-Person Meeting
We discussed going back to in-person only meetings. We considered starting next month, but at this time we will continue to keep Zoom as an option to join. Sondra will follow up to determine if any legal concern with keeping Zoom as an option for attendance.

Schedule Policy Committee Meeting
Once Policy committee is determined, Sondra will schedule a meeting in May for the committee to meet.

Adjournment
The meeting was adjourned by Jay Filler at 7:51 p.m.

Respectfully submitted,

Rachel Wright
Administrative Assistant