

Hepburn Library of Norfolk

Trustees' Meeting –June 11, 2020

The meeting was called to order at 11 am. Held in the community room of the library and following all “State COVID restrictions”

Present: Stephanie Murray, Tim Opdyke, Lee Mittelstaedt, Ron Sanborn and Linda Helmase and Rickie Zappia and the Director Vicky Brothers,

Bills read, approved and signed

March minutes were accepted, no physical meeting in April and May, no meetings were held due to the pandemic

DIRECTOR’S REPORT:

Vicky informed the board that the 2020 Summer Reading program will be held in virtual format this year because of the pandemic. Libraries across the area will be working together to create and devise challenging and special events around the theme “Imagine your Story” a celebration of fairytales. Brooke Lynch, one of our most creative aides came up with a cute BINGO type activity involving the whole community which has been adopted by local libraries as well.

The library staff has been working successfully at home

SIRSI is on hold at this time until pandemic is over

Vicky stated that her retirement day is Aug. 31, 2020

FINANCIAL REPORT: Prepared by: Marie Richards: Bookkeeper

The Financial Report was reviewed and approved,

BUILDING AND GROUNDS:

James Buono installed new light bulbs and the lighting is wonderful and bright and will be extremely cost savings

Big savings will be noted regarding storm windows installed in closets and vestibule

Working on bathroom in community room making it handicap accessible-money left over from Arch window grant will be used for this purpose

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It was noted that Vicky will be once again ordering new books for the library which was not an option due to the pandemic

NEW BUSINESS: Action Items

Curbside pick-up June 15, 2020-Lee and Linda moved to pass motion, passed by all

Rickie and Ron made a motion to pass the "Opening Safety Plan", passed by all

Lee and Ron made a motion to accept the Curbside pick-up policy, passed by all

Stephanie and Linda made a motion to accept the "Temporary Safety Plan," passed by all

"Pandemic paid/Quarantine leave Policy", Library Modification Policy were discussed and accepted at last physical meeting in March

Ron and Rickie made a motion for the "Opening for Business "a two week increments policy as soon as Governor announces approval-passed by all

OLD BUSINESS:

Hiring info regarding the selection of a new library director:

1st week in July –do interviews

3rd week in July make recommendations to the board

Strive to have new director on board 2nd week of August

Ron and Linda made a motion to approve new format of library director's contract; passed by all

Motion made by Rickie and Linda to pay Vicky for her unpaid vacation days through month of September, passed by all

Thank you Vicky for all your hard work and dedication to this library and community

No Book Sale at this time

No Library Celebration this year for our 100th

Lee and Ron motioned to accept a Sick Leave Policy for non-salary workers during pandemic, passed by all

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Meeting ended at 12 noon

Next meeting will be Tuesday July 21, 2020 @ 4:00pm

Respectfully Submitted:

Stephanie Murray
Secretary

P.S. A special thank you to our new Bookkeeper, Marie Richards who is doing a phenomenal job and to Irene Hargrave who will be greatly missed. Irene has been a great help to Marie and we appreciate her work as well.