

Hepburn Library of Norfolk

Trustees' Meeting –November 18th, 2020

The meeting was called to order at 4:00 pm.

Present: Stephanie Murray, Tim Opdyke, Lee Mittelstaedt, Ron Sanborn, Rickie Zappia and
Laurel Murphy

Absent: Linda Helmase

Bills were read and approved.

Bills were read and signed. October minutes were accepted and approved.

DIRECTOR'S REPORT:

Laurel reported on an incident that recently occurred in the library's parking lot that left the library staff feeling unsafe and vulnerable. Insufficient lighting in the back lot during evening hours was discussed and approved. Tim asked laurel to contacts Watson's Electric immediately to begin expanding the lighting in the back lot.

Programming: Virtual story hour is still being performed on Facebook. Laurel reported that the staff will be starting tweens/teens STEAM kits and donations and ideas are appreciated.

FINANCIAL REPORT: Prepared by: Marie Richards: Bookkeeper

Hot water heater has been fixed.

Buildings and Grounds:

Lift is still in need of repair. Small window replacement is still in need of completion.

NEW BUSINESS: Action Items

The following polices were discussed and approved by all:

Pandemic Emergency Closure. Lee moved to accept and Ron sec. it. Approved by all.

Hepburn Library Conflict of Interests. Lee moved to accept and Ricky sec. it. All approved.

Digital Video Surveillance. Much discussion on the topic of law enforcement requesting security camera footage. The board decided to delete that specific paragraph. Lee moved to approve an amended version and Ron sec. it. Approved.

Patron Code of Behavior. Ricky moved to accept and Stef sec. it. All approved.

Telecommuting Policy. Ron moved to accept and Lee sec. it. All approved.

Infectious Disease Policy. Ricky moved to accept and Stef sec. it. All approved.

Social Media. Stef moved to accept and Ron sec. it. All approved.

Equipment Policy. Ron moved to accept and Ricky sec. it. All approved.

One last policy will be voted on by e-mail. The bylaws of the Norfolk Hepburn Library was discussed and several changed were made. Laurel will submit by e-mail for the board to approve.

Sadly, laurel informed us that Brooke Lynch, a fantastic and very valuable aide will be leaving at the end of December. She will be greatly missed!

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Ron moved to present a “going away” and “appreciation” gift to Brooke and sec. by Lee. All approved. Laurel provided us with a 2021 calendar of meetings and closed dates. This is very helpful. Laurel inquired if the board would be interested in a possible “Zoom” meeting due to rising spikes in Covid-19. This may be a possibility.

OLD BUSINESS:

Laurel reports that Tim, Hazel, Vicky, Maria, and herself met to discuss the 100-year Committee Celebration. Library trivia has already been posted on the library's Facebook.

Meeting closed at 5:10pm

Next meeting: December 16. @ 4:00

Respectfully Submitted:

Stephanie Murray
Secretary