

## Morton-James Public Library Minutes

**July 8, 2020**

The following is the minutes of the Morton-James Public Library Board meeting held at 4:05 pm July 8, 2020 in Kimmel Gallery at the Morton-James Public Library. A copy of the Nebraska Open Meetings Act was displayed. Notice of this meeting was sent out on June 30, 2020 to City Hall, Otoe County Courthouse, B103 and Nebraska City News Press. A notice was also posted in the Library.

Board present: McNeely, Patton, Nikki Johnson, Claudette Wielechowski

Members Absent: Fox

Staff present: Kruse, Beard

### **Directors Report:** (corrected)

- Summer Reading Program continues with virtual Story Times, Craft sessions and Special Guests
- Last Board meeting with Brooke Chaney (rotating off) and Chris Fletcher (moving out of state) held
- Two new community members Nikki Johnson and Claudette Wielechowski have agreed to join the Library Board
- Director continues attending meetings for Exterior Project, Board of Health, City Council and Civic Engagement
- Measurements taken for service desk shields. Unable to provide sizes originally requested. Need to see if alternate size will work.
- Quarantine period reduced to one week with cleaning schedules adjusted
- Tables and display unit relocated to Kimmel Gallery

### **Statistical Report:**

Cumulative statistic sheet has not been submitted by Administration since Grayson left. Monthly statistics is what Clerk-Treasurer has been submitting. Cumulative totals will be recorded for end of fiscal year.

Discussion of various analytical tools from Google and with converting to virtual format this summer, staff is still deciding which is best gauge to use.

**Consent Agenda:**

**Minutes: June 10, 2020**

Corrections or Additions: Add Brown Glass as vendor for desk shield in Director's notes

**Budget Report:**

- Update was filed with city on end of year budget numbers and requests for 20/21 budget request
- Endowment purchases still outstanding, but funding has been deposited for newspaper digitization work, av/camera equipment and subscription renewals

**Financial Report:** No questions

Patton motioned to approve the consent agenda, Johnson seconded.

Vote: All present agreed

**Monthly Claims:**

Chase bill not received in time for claims, but total is correct.

JEO working hourly now on exterior project, approximately \$1600 was drawn from Vantine James endowment to put toward JEO hourly costs. This helps with the match required by CCCFF and it did not revert to principal.

Patton made a motion to pay the presented claims. Wielechowski seconded.

**Vote:** All present agreed

**Business:**

Welcome to new Board Members

City/Library agreement history was given for benefit of new members and included in packet for discussion at future meeting.

Restoration update given. Color matches being done for mortar. Awaiting stone delivery and work to be done on stairs. One sealing product did not perform as expected (bubbling issue -not a smooth finish) and has been removed from the building and different product is being used to correct finish problem. Weekly meetings held on Thursdays at 9 am.

No date was selected for Board Retreat. Decided to limit the number of meetings for health concerns and discuss in regular meetings, noting that it would potentially add time to meetings. In-person meetings were preferred.

Meetings times were reset to 4 pm on second Wednesdays of the month

Library will be registering for a Zoom account

Brief discussion on what next phase is for Library. Date depends on arrival of desk shield, but next phase will allow for browsing in Kimmel Gallery of new materials for children and adults. No DVDs. One computer station with by appointment for 30 minutes will be available. Browsers must wear mask and use hand sanitizer. Limit for Gallery will be 9, not including staff. Reserve request fulfillment will continue with lobby delivery system after browsing starts.

Claudette asked about CARES money from SELS notice- we were not a good fit. She also asked about E-RATE and Donna and Louan gave a bit of history to that program and the time it took to report made it not worthwhile any more for the Library to participate. It has been a number of years since MJPL was part of that program.

**Meeting was adjourned at 5:45 pm.**

**Next meeting: August 10, 2020**

Submitted by D. Kruse