

## STILLWATER COUNTY LIBRARY BOARD OF TRUSTEES

Wednesday, April 8, 2020, 1:00 p.m.

Meeting via Zoom

Members Present: Lynda Grande, Chair; Maureen Davey, Kathleen Ralph, Linda Halstead Acharya from the Board were present via Zoom. April Limburg ~~from the Board~~ was present via phone. Jennifer Reed, Secretary was present via Zoom. Library staff member, Raya Logan-Jackson joined via Zoom. The meeting was called to order at 1:06.

Welcome to Public and Public Comment: Public comments on matters within the Stillwater County Library Board of Trustees Jurisdiction pursuant to §2-3-103 MCA—Public comments will be accepted on any public matter that is not scheduled on the agenda. No action will be taken at this time.

No public comment.

1. Approval of Minutes – March 18, 2020: Linda moved to approve the minutes as written. Kathleen seconded. Motion passed.
2. Financial reports
3. Library Director’s Report & Communications
  - a. Nancy Rohde notified the Board Chair that the complaints from former employees were not substantiated and no letters of apology or further actions are needed. Lynda will follow up to be sure all parties have been notified.
4. Unfinished Business:
  - a. Committee reports:
    - i. Budget Committee 2020 – approve final budget: Kathleen moved to approve the 2020 preliminary budget. Maureen seconded. Motion passed.
5. New Business:
  - a. Conex box purchase approval: Maureen moved to approve the purchase of the conex box from depreciation funds. Linda seconded. All in favor. Motion passed.
  - b. Federation money adjustment: Katheen moved that any funds deemed not true Federation funds be transferred into the depreciation fund. Linda seconded. Motion passed.

c. Covid-19 response issues:

- i. Temporary limitation of library hours to 40 hours - schedule approval: Linda moved to approve a temporary library schedule of Monday-Friday 9:00-4:00 and Saturday 10:00-3:00. Kathleen seconded. All in favor. Motion passed.
- ii. Employees working from home: Kathleen moved to approve Raya working from home during the duration of the coronavirus shelter-in-place order not beyond the end of the school year and not to exceed 40 hours per week per the county's designation. Linda seconded. All in favor. Motion passed.

d. Trustee replacement request: Because of missing more than three meetings, April has been asked to consider if she has adequate time to commit to the Library Board. She will make a decision by the May 20<sup>th</sup> meeting.

6. Unscheduled Matters or Concerns: No action taken

- i. Jennifer's 6-month evaluation is due in May. A short form will be emailed to the Trustees and a closed evaluation will take place.
- ii. The By-Law committee will bring proposals to the May meeting. Concern was expressed regarding not having 2-year limits.
- iii. A third library policy to address employee issues, hours, and operational differences from the county needs to be created.

7. Adjournment: Meeting adjourned at 3:19

8. Announcements:

Next Meeting May 20, 2020, 1 p.m.