



HORTON PUBLIC LIBRARY

Special Meeting Minutes
03/20/2020

Present: Tammy Shoemaker, Sherry Wellman, Leo McClaskey, Cathy Gordon, Lynn Allen Via Zoom & Interim Director Jessica Ray Buhrman. Missing: Nancy Martin

Call to Order: Tammy Shoemaker called the meeting to order at 5:10pm.

Agenda: There is no formal agenda for this special meeting.

Minutes: Non presented

Director's Report: None presented

Treasurer's Report: None presented

Budget Review: None presented

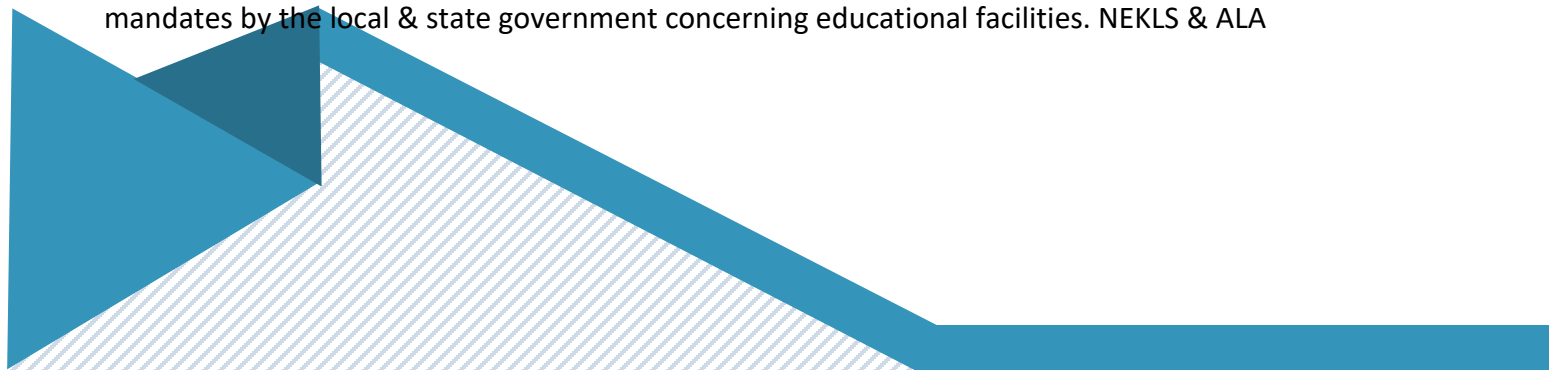
Correspondence: Information was shared from NEKLS, ALA, and other resources.

Old Business: None

New Business: This was a special meeting after our regular meeting on Wed was postponed.

This meeting was to address the need for approving Paid Leave time off for all staff & to discuss providing curbside service. Checks were signed as needed. As well as a few other short subjects that are mentioned below. Some discussions were held or started prior to the meeting being called to order while awaiting remaining board members.

Information was shared from NEKLS, ALA & local & state agencies with all in attendance about the current closures and government mandates. This information included that we as a public libraries and all libraries are considered an educational facility, so we are considered included in the mandates by the local & state government concerning educational facilities. NEKLS & ALA





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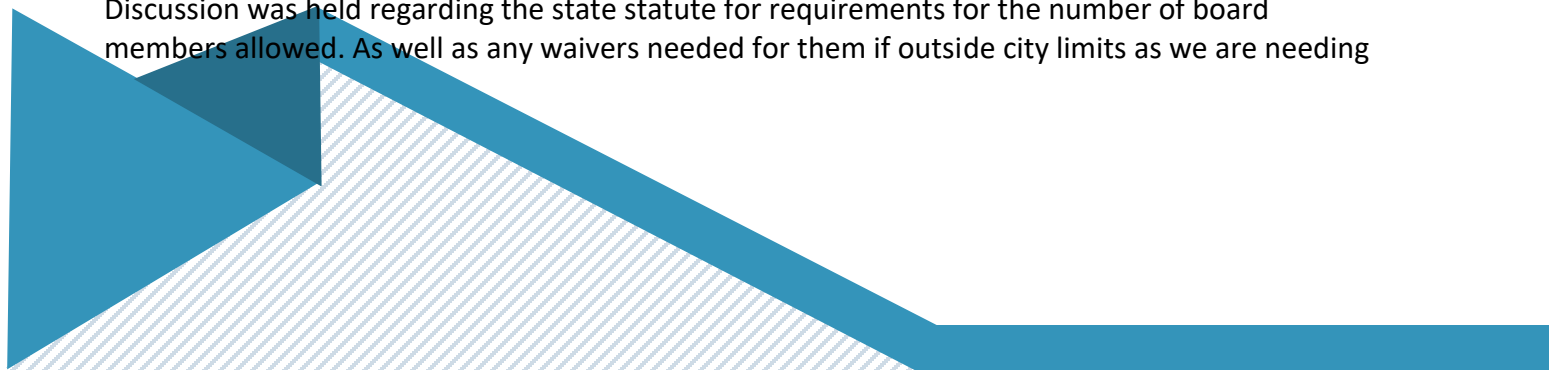
recommendations & statements were shared concerning paid leave. It is the position of NEKLS that all staff from Libraries are put on paid leave, the budget has already been done & the monies sent out that covers those amounts.

Cathy Gordon made the motion that all staff are placed on administrative leave with pay through April 1 at which time we would re-evaluate the situation and the need for further actions. The motion was 2nd by Sherry Wellman. All parties were in favor & the motion carries unanimously. Curbside service is stated as optional but it is not recommended. Board discussed and it was consensually decided that we would readdress the option of this service at Apr. 1st time period or later depending on the situation. Checks will go out at their normally scheduled time.

The board was given updates on what we are doing here at the library & what we hope to accomplish during this time & in the future. This includes currently working on checking our entire collection per item for lost, unchecked in items & more. Director shared about all that our Volunteer Sister Alderton accomplished. She has made a huge impact on our Bookstore. It was expressed that we appreciated her time here & she will be missed as she had departed back to Idaho in the wake of this health issue. Director shared information on available trainings & online programming potential that staff is working on at this time. We are encouraging staff to work on stuff as they are able, preferably the things that need done here at the library, but they are being given resources to work from home as able.

It was shared with the board the current resources available for the library to share & promote. This included promoting Hoopla as NEKLS has announced a secondary check in support for participating libraries, Tumble Books being free, utilizing Little Libraries. Several future ideas were shared & discussed on how to provide services to our patrons as the situation changes. Local information from the health departments was shared & discussed. It was shared that of 53 libraries in NEKLS only about 8 were offering curbside and the rest were closed as of my research time.

Discussion was held regarding the state statute for requirements for the number of board members allowed. As well as any waivers needed for them if outside city limits as we are needing





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new board members. This is due to several members reaching the end of their term & one-member Barb McClain resigning from her position on the board. We discussed convincing a current member to retain their term temporarily until the positions can all be filled. Several names were brought into the discussion as possible board members. Clarification of Board position names. This is Chairperson, Vice Chair, Treasurer, Secretary (director). Discussion was held on who to elect Treasurer as that person's term is expiring. Lynn Allen was asked if she was willing to obtain that position. Lynn stated she would if absolutely necessary as a last resort but she would rather, clean toilets.

Adjourn: Motion was made by Cathy Gordon, seconded by Leo McClaskey to adjourn. Motion carried. Adjournment at 5:39pm

