

**Jefferson County Rural Library District
Board of Trustees Regular Meeting
Remote Meeting via Zoom Web Conference
Minutes – Wednesday, April 15, 2020**

Call to Order: Chair Ellen Hargis called the meeting to order at 10:09 A.M. Present via Zoom were Trustees Tom Hagen, Michael Kubec, and Hal Beattie; Director Tamara Meredith; Staff Member Emily Henry and Jefferson County Library Systems and Technical Services Manager Daniel Heaton.

Citizen Questions and Comments: None.

Approve/Amend Agenda: Michael Kubec **moved to approve the agenda** as written. Hal Beattie **seconded the motion** and the **motion carried**.

Minutes of March 11th and March 15th Meetings: Tom Hagen **moved to approve** the March 11th minutes as written. Michael Kubec **seconded the motion** and the **motion carried**. Michael Kubec **moved to approve** the March 15th Special Meeting minutes as amended. Tom Hagen **seconded the motion** and the **motion carried**.

Trustee Education/Staff Update: None.

Director's Report: Tamara Meredith reported that in early March, the coronavirus/COVID-19 pandemic began to directly impact library access and services. Beginning March 23rd, the library district moved to remotely serving the community through phone/email reference, online programs through Zoom, heavy promotion of 24/7 services like digital media and wifi access, an online library card application, and more. Twenty-three staff members are currently working from home, including exempt and non-exempt employees. In the midst of pandemic operations, author of the *Longmire* series, Craig Johnson, was secured as the guest for the 2020 Huntingford Humanities Lecture. Construction of the new offices and egress have been postponed while the Governor's "Stay Home, Stay Healthy" order is in effect.

Financial Report: Revenues received for March totaled \$125,526. Operating expenditures were \$154,325. Total balance of funds at the end of March was \$3,452,826. Other balances included: capital reserve, \$2,148,508; gift account, \$26; and unemployment reserve, \$233,822.

Approval of Vouchers: Michael Kubec **moved to approve** the payment of vouchers for March in the amount of \$190,684.16. Hal Beattie **seconded the motion** and the **motion carried**.

Chair's Report: Chair Ellen Hargis reported that the Board should consider what further actions they could do to assist the Library in response to the current COVID-19 conditions.

Friends of the Library News: Tom Hagen reported that the future Friends book sales scheduled in 2020 will likely be postponed.

Unfinished Business

Asset Management Policy (2nd reading): This is the second reading of the Asset Management Policy which establishes criteria for the identification, depreciation, inventory, protection, and

disposition of the Library assets. Hal Beattie **moved to approve** the Asset Management Policy as written. Tom Hagen **seconded the motion** and the **motion carried**.

Trustee Vacancy: Trustee Ellen Hargis submitted a letter of interest to have her board position renewed for a second term. The Board also discussed asking Trustee Sylvia White if she would like to remain on the board while the application process to fill her position takes place. That process will likely not move forward until the Library is re-opened.

[Chair Ellen Hargis departed the Zoom Web Conference at 11:02 A.M.]

Hal Beattie **moved to renew** Ellen Hargis' position as a trustee for another five-year term. Tom Hagen **seconded the motion** and the **motion carried**.

Hal Beattie **moved to approve** the Board of Trustee's recommendation to the County Commissioners that Ellen Hargis be reappointed as a trustee. Tom Hagen **seconded the motion** and the **motion carried**.

[Chair Ellen Hargis returned to the Zoom Web Conference at 11:03 A.M.]

Families First Coronavirus Response Act (FFCRA): This act requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Library will be offering its employees this supplemental medical coverage. These provisions will apply from the effective date through December 31, 2020.

New Business

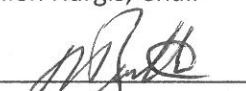
Pandemic/Library Closure Update – remote work/services: Twenty-three staff members are currently working from home, including exempt and non-exempt employees. The Library's information services are open to the public Monday through Friday from 10:00 A.M. to 5:00 P.M. The staff is continuing to offer virtual programs for the community. They are also working to create curriculum that will be offered online for the Summer Reading Program. The management team is putting together a phased plan for reopening the library once the Governor's "Stay Home, Stay Healthy" order is lifted. Director Tamara Meredith is preparing the annual reports for the State Auditor and the State Library. She also continues to move forward with preparations for the fiscal audit that is scheduled for the fall.

Communications: None.

The meeting adjourned at 11:26 A.M.

Next Meeting: REGULAR MEETING – 10:00 a.m., Wed., May 13, 2020 via Zoom Web Conference


Ellen Hargis, Chair


Hal Beattie, Secretary