

Minutes: Meeting of Abilene Public Library Board August 12, 2020

Roll call

Present

Wendy Moulton

Marilyn Holt

Sandy Foltz

Amanda Cormack

Elly Cauthon

Sheryl Davidson

Kara Cromwell

Cindy Montgomery

Carri McMahon

Chris Ostermann, mayor

Absent

Sheila Biggs

Meeting called to order by vice-president Amanda Cormack.

Motion to approve financial report and minutes of last meeting. Moved to approve Elly Cauthon; seconded, Marilyn Holt; approved.

Director's Report: See Wendy's report.

Children and Teen Services: See Sheryl's report. Sheryl added that she and staff will also be participating in school district's After School Program.

Action Items:

1. Library Logo: Original file for reproducing logo is not available, but a new logo has been developed through Kat McKee's marketing class at Emporia which used the Abilene Library as its project. New logo features globe and Five-Stars in recognition of Eisenhower's five stars as general. Motion to approve new logo made by Elly Cauthon; seconded Carri McMahon; approved.

2. Job Descriptions: The updated job descriptions for library staff were briefly discussed. Motion to approve updated descriptions made by Marilyn Holt; seconded by Cindy Montgomery; approved.

3. Library Hours: Wendy Moulton presented board with graph showing the number of people coming into library and time of day. Since less activity occurs after 5:00 p.m., Wendy asked board to consider the possibility of closing library earlier than 7: p.m. two days a week. Sheryl Davidson suggested that with schools about to open, attendance may increase in late afternoon, and further discussion concurred that there may be more demand this fall to maintain current hours. Board agreed to wait until November meeting to decide if hours should be shortened. No action taken to reduce hours.

4. Director's Hours: Wendy Moulton asked to work from home two days a week, Tuesdays and Wednesdays, while she recovers from surgery. Motion to allow until at least Sept. 11, made by Elly Cauthon; seconded Carri McMahon; approved.

5. Closing Saturday Sept. 5. Closing on September 5 would allow staff a three-day Labor Day weekend, and the hours off would offset the hours normally taken when the library traditionally closes for afternoon Fair Parade which was cancelled this year. Amanda suggested that since it is a weekend off and some staff might travel for holiday, there be a conversation with staff about covid-19, travel, and reentry of staff to work after time off. Chris Ostermann added that media, including newspaper announcement, inform public of closing. Motion to approve Sept. 5 closing made by Elly Cauthon; seconded Carri McMahon; approved.

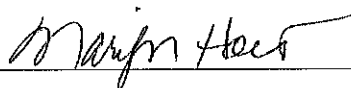
Discussion Items:

1. Memo to city regarding capital improvements for structural repairs to library. Wendy Moulton said that she had spoken to city manager about repairs that must be addressed. In the memo to city, Carri McMahon suggested that Wendy ask what steps should be taken and in what order such as gathering bids. Amanda Cormack suggested that memo emphasize the potential dangers of physical injury to patrons if issues are not addressed, and Chris Ostermann added that memo should contain a time limit within which library should expect a response from city.

2. Policy Review: Board members had earlier received statements regarding Mission and Governance of Library, Behavior and Conduct policy, and Unattended Child policy. Wendy Moulton explained that while policies remain in library handbook, she plans to have individual policies available to public online and as handouts to patrons, eliminating the need to always pull out the entire library manual when addressing specific issues. As she updates these policies, she asked for feedback, and most of the discussion focused on potential changes to Unattended Child policy, its stated age at which a child could be in the library unaccompanied, and language addressing children requiring special accommodation. Policies, and possible changes, will be revisited at a later date.

Motion to adjourn, made by Carri McMahon; seconded, Elly Cauthon; approved.

Next regularly scheduled meeting is September 8, 2020



Submitted, Marilyn Holt, August 12, 2020