

COLE LIBRARY BOARD OF TRUSTEES MINUTES

MAY 20, 2020

PRESENT: Cathy Boggs, Greg Cotton, Deb George, Tracey Louwagie, Diana Corcoran,
Gwen Schimek-Tischler, Bob Meeker.

I. The meeting was called to order by President Deb George at 8:34 a.m. via Zoom.

II. The minutes of the April meeting were approved.

III. REPORTS:

A. PRESIDENT: The Cole Corner information about the Gale Data Base was missing one step and that will be included in next week's Cole Corner.

B. PUBLIC LIBRARIAN:

1. The Children's Room shelves are completed and have arrived. They will be securely installed and payment made in the next few days.
The final cost was a little less than budgeted.
2. Cathy and Grace have been planning new Summer Reading Programs. Cathy is organizing a "Take and Make" bag which will include ideas and activities. These bags can be picked up on Wednesdays at the South Entrance. This program will start June 3.
Grace will be working with Meals on Wheels to include an informational sheet with each of the meals once a week.
3. Grace will set up an on-line connection for "Teens and Tweens". She will have "office hours" for people to call her for ideas on books they might enjoy reading. After reading a given number of pages, that person qualifies for a book that they can keep.

C. LIBRARIAN:

1. We reviewed the financial report.
2. There has been little financial activity during the pandemic.
3. Greg sent board members a copy of the report via internet.
4. The public library has about \$5,500 remaining for the fiscal year.
The college is requesting limited financial activity for now.

IV. MAJOR BUSINESS:

1. Curb side pickup during Covid 19: A new curb side pickup service will begin Tuesday, May 26 and will continue each Monday and Tuesday. Patrons will search the Cole Library catalog for desired items. Once they have chosen their titles, they can fill out the request form or e-mail them to Public Librarian Cathy Boggs. Using masks and gloves, the staff will gather the selections, seal them in a zip lock bag and label with patron's name. Pick up will be outside the south entrance of the library. Distancing and face mask guidelines will be followed. Materials can be returned using the drop box in the parking lot.
2. Budget amendment: Our proposed budget was \$18,000 more than the city actually budgeted for the public library. The revised budget reflecting this change was approved by the Board.

The next meeting will be on Tuesday, June 16th, at 8:30 a.m. in room 326 or via Zoom.

The meeting was adjourned at 9:26 a.m.

Respectfully submitted;

Bob Meeker