

**Maud Preston Palenske Memorial Library
Board of Trustees Meeting
May 26, 2020**

Call To Order: The meeting was called to order at 6:06 PM by President Ren Baldwin.

Other Board Members Present: Melissa Clapper, Patrice Rose, Jim Kodis, Rick Ast, Bill Engeln, Stephanie Mack, Liz Darato, Mimi Elwell

Also Present: Stephanie Masin-Director, Paula Stakely, Assistant Director

Absent: None

Visitors: Tea Manthey ABM Tom Hogan ABM

Announcements: None

Public Comment: Tea Manthey of ABM provided a Completion Briefing of the work that has been done to date to improve energy costs/consumption. This included repairing/adding new weather stripping to exterior doors, mechanical room doors to reduce unwanted contaminants and energy loss. Insulation was added to the attic space and hatch. Spray foam was used to seal penetrations that let outside air into the building. Tea will follow up on the area 3 accessibility to determine possibilities for adding insulation there.

Ms. Masin will follow up with Otis Elevator relative to emptying oil out of the elevator's drain pan. The new company will be taking over from Otis. Ms. Manthey will look into the timing, heating and cooling set points, and the contractual language relative to the set points.

The boiler and equipment have arrived and work on demo and installation can begin. A pre construction meeting will be scheduled. A potential shutdown of the boiler will occur next Monday and final demo on June 2, 2020. Installation will take a couple of weeks. Bathrooms will be functional with the exception of the availability of hot water.

Public Comments: None

Approval of the Minutes: It was moved by President Baldwin to approve the April 28, 2020 minutes. and supported by Ms. Elwell, The Board voted unanimously to approve the motion.

Approval of the Bills: Mr. Kodis reviewed the bills and made a motion to pay the April 2020 bills, in the amount of \$7,745.74. Supported by Ms. Elwell. The Board voted unanimously to approve the motion..

Finance Report: Mr. Kodis noted that under Capital Improvement there was a bill from Foster Swift for re document review on our behalf. There was no information from city on what the cost was for the city.

Mr. Kodis made a motion to pay the Capital Improvement bills in the amount of \$4,880.00. Supported by Ms Clapper. The Board voted unanimously to approve the motion.

Mr. Kodis reviewed the Financials and noted that Stock Market fluctuations are impacting gains and losses on investments/fund balances at this time, as well as costs for utilities while the Library is operating under Executive orders. He felt that given these extraordinary circumstances the library is still doing alright.

Mr. Kodis reviewed the Revenue vs. Expenditures.

Ms Darato moved we to approve the Financial Report. Supported by Mr. Kodis. The Board voted unanimously to approve the motion.

Old Business: None

New Business:

Ms. Masin prepared and shared with the Board the Infectious Disease - Library Reopening Policy and a COVID - 19 Preparedness and Response Plan, both to be in place prior to reopening the Library. She worked collaboratively with other Library Directors, then had our attorney review and provide a template for our use. After much discussion Ms. Clapper made a motion to approve the Infectious Disease - Library Reopening Policy. Supported by Mr. Ast. The Board approved the motion unanimously

Call Rick verify it was him

Director 's Report:

Ms. Masin noted that when the library reopens in phases per the Infectious Disease - Library Reopening Policy and the COVID - 19 Preparedness and Response Plan many things have to take place. For example face shields for staff will be provided. Patrons are required to wear a mask prior to entry . Some masks have been donated in the event a patron does not, or is not able to procure a face mask. Guidelines for patron entry will be posted in several places.

The Board suggested training sessions to review and document staff have been provided with, reviewed and understand these two documents. She noted that the remote services plan continues to remain in place . She also applied for a H.O.P.E. Grant and has received grant monies through the CARES Act. The Board would like to ensure documentation for the CARES Act dollars is completed showing those monies used specifically for costs associated with the COVID - 19 epidemic.

President Comments: Thanked Ms. Masin for her hard work in preparing these documents and navigating these difficult times.

Board Comments: None

Adjournment: Mr. Kodis made a motion to adjourn the meeting at 7:57PM. Supported by Mr. Ast. The Board approved the motion unanimously.

Next Meeting: June 23, 2020

Respectfully Submitted,

Stephanie Mack

Secretary