**Franklin Village Public Library**

**Board Meeting**

**August 6, 2020**

**Meeting will be held remotely via ZOOM per the**

**Governor's Emergency Order #2020-154**

**AGENDA**

1. Call to Order: Mira called meeting to order at 6:31 p.m.

2. Roll Call: Teresa Natzke, Mira Stakhiv, Janice Cherkasky, Rick David, Robin Rosen, Sue Stevens

3. Approve Agenda: Janice Cherkasky made motion to approve agenda; Robin Rosen seconded it.

4. Approve meeting minutes from June 11, 2020 : Robin Rosen made a motion to approve the minutes. Janice seconded it. Rick David commented on amendment of a by-law for co treasurer which needed a 30 day notice. Notice was given in June for approval in August.

5. New Business

* Recognize new board members Janice Cherkasky and Rick David: Mira officially recognized the new members.
* New Board members for Friends of the Library and Library liaison
* Mira made a motion, after a 30 day review, that we just have a single treasurer on the board rather than a have co-treasurers. Mira made a recommendation and motion to appoint Rick David for the Treasurer’s position. Rick accepted the appointment. Janice seconded it.
* Mira made a motion to appoint Janice Cherkasky to the position of liaison to the Friends of the Franklin Library. Janice accepted the motion. Rick seconded the motion.
* All approved all three motions by roll call of all participants.

6. Treasurer's Report

* Approve June/July monthly report/bills for approval: Rick made the motion to approve the report ; Janice seconded it. All approved by roll call.
* Mira made a motion to approve the July check detail list; Sue seconded it. All approved by roll call of all participants.
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* Mira made a motion to approve the June budget revision. Sue seconded it. All approved by roll call of all participants.
* Teresa reminded us that this is our audit year. Due to Covid, this will be pushed back a month. The auditors will be reaching out to Teresa and Karl for more information.

7. Librarian's Report

* Update on Library phase openings (when, how) due to COVID-19. Timeline of moving from curbside pick-up to appointment only: Teresa reported on the curbside service. Hours have recently been increased. We are now planning the third phase of the re-opening. This will involve making appointments for browsing and the allowed period will be 15 minutes. There can be someone on the computer, as well, and the user can be on the computer for 30 minutes.
* If we open, Sue Stevens recommends that the staff wear a face shield when patrons are in the building.
* Mira suggested that we continue to just offer curbside service and not open yet. Sue and Robin agreed with this.
* Janice asked about the quarantining of books which as recently been updated to 96 hours.
* Sue made a motion that we stay curbside for another month. Janice seconded it. All approved by roll call of all participants.
* We will continue to offer curbside service for the time being, and the hours for curbside service will not be changed.
* The librarians will continue to provide a variety of ways, i.e. through social media and emails, for patrons to learn of new books that have been added to the library’s collection and will make personalized recommendations when patrons request this.
* Children’s Programming Update: Teresa noted that children’s programming was understandably not well attended and due to the unnecessary costs, the programs were ended and will be restarted in October.
* Hiring of a new part-time children's librarian: this will be tabled until September.

8. Maintenance

* HVAC update: In Kim’s absence, Teresa reported on the ionization system which was just added. Sue noted that this system has not been proven to actually kill Covid-19 but it does kill other germs. When the company (Sun Heating) did the ionization, they found some issues with the AC units. Teresa had them come back and fix them.
* Outdoor Maintenance Update: Teresa feels that the company hired to do to the outside maintenance is doing a good job. There were some things that did not survive but they have been replaced.
* As a result of the outdoor maintenance report and discussion, Mira reminded us that we should be looking to purchase additional benches and tables for the reading garden.
* Also as part of that discussion, Rick asked about the surplus in money in the budget and if this is typical. Mira stated that this is typical. A brief discussion was held about materials and staff that this money might be used for in the future.

9. Public Comments: None

10. Adjourn: Sue made a motion to adjourn the meting; Janice seconded it. Meeting was adjourned at 7:30.

Next meeting: September 10, 2020

Minutes respectfully submitted by Robin Rosen, secretary