**Wolcott Public Library**

**Board of Trustees Meeting**

**July 15, 2020**

**Board Members Present:** Bob Reed, Steve Monroe, Bobby-Jo Mendenhall, Deb Hodgson, Ginny Keenan, Director- Dottie Patt, Terry Van Fleet, Bookkeeper-Kristl Spalding

**Call to order** – The meeting was called to order at 6:31 pm.

**Approval of Prior Meeting Minutes** – The June meeting minutes were reviewed and approved.

**Treasurer’s Report** – The June financial report including the detail of the expenditures was reviewed and approved. Minimal income in June but within budget. Sneeze guards purchased in July will be a capital expense as it was costly.

**Circulation report** - The circulation report for electronic circulation for June was reviewed and approved. There was no hard cover circulation during June due to the library being closed due to COVID-19.

**Library Manager Report**:

**Plexiglass partitions –** Dottiehad these installed at the library as part of the re-opening of the library.

**Library opening date –** Opening on Monday 7/20/2020 at 2:00pm. Everything will be in place on Monday including signage. Computers have been spaced so they are 6 feet apart, keyboard covers have been purchased so they can be sanitized between patrons. Hand sanitizer, masks, and other supplies have been purchased. Terry has posted all of the new COVID-19 policies on the library website as well as the minutes from the last minutes.

**Landscaping maintenance –** There are weeds again so Dottie will have a local company come and do the maintenance**.**

**Zoom library meetings –**Dottie informed the Board thatPLS said libraries have to continue to do Zoom library meetings per the governor’s office.

**Old Business**

**Second signer for checks –**Steve informed the Board he has gone to the Lyons Bank and complete the paperwork to be second signer for library checks. Bob stated he will go to the bank tomorrow to get this taking care of for the library.

**New Business**

**2020 Census** – Libraries are asked to help promote having people fill out the 2020 Census. As of last week, 57% on the families in our zip code have filled out the census. One person per family needs to fill it out and this can be done by phone by calling 844-330-2020, online, or a census form can be printed, filled out and mailed in. Dottie agree to handout flyers. Ginny will develop a flyer and everyone on the Board is encourage to help get the other 43% of our area to complete the census. It is very important for funding for the community i.e schools, roads, social services, hospitals, libraries, etc. for the next 10 years.

Whisteblower policy – Terry noticed on the annual report that our library doesn’t have this policy. We will add it to the next meeting.

**Date of next meeting** – The next **Board of Trustees meeting will be held on Wednesday, August 19, 2020,** at 6:30 p.m.

Meeting was adjourned at 6:54 pm.

Respectfully submitted,

Ginny Keenan, Board Secretary