

Library Board Meeting  
Brooks-Fennell Multi-Purpose Room  
September 28, 2020  
2:00 p.m.

Attendees: Patti Midkiff, Bonnie Freeman, Viki Hawkins, Donna Callender, Delbert Settles and Jo Chullino. Library Director Theresa Hawkins. Absent: Tyke Darveaux.

Patti called the meeting to order.

Minutes: Bonnie made the motion to accept the minutes of the July 27, 2020 meeting. Donna seconded. Motion passed.

Financial Report: July & August 2020 – Viki made the motion to accept the corrected July monthly report. Bonnie seconded. Motion passed. Bonnie made the motion to accept the corrected August 2020 report. Viki seconded. Motion passed.

Action on Bills: Delbert made the motion to approve the bills. Donna seconded. Motion passed.

Librarian' Report: Donna made the motion to accept the report. Delbert seconded. Motion passed.

August Circulation/Revenue Reports

Magazine/Newspaper Circulation	57
Reference Questions	25
WIFI Usage	77
Computer Usage	81
Tech Help	33
Bridges	(Audio - 11, E-Book - 31, Magazine -12 & Movie - 3)
Notary	1
New Cards	Adult – 6
Patron Count	574
Circulation	578
Fontenelle Forest Pass	1
Lauritzen Garden Pass	1
Coffee Club	4 meetings/32Adults
<b>Revenue</b>	
Photo Copies	\$21.15
Computer Print-outs	\$92.85
Fax	\$10.25
Laminate	\$4.00
Donation (Library CIP)	\$206.40

Dorothy Lodes and her son Mike Lodes stopped by the library Monday, September 14, 2020 with checks totaling \$945.00

Total of all Dave Lodes Memorial donations to the library = \$1,150.00

Grab & Go Pre-school Story-time bags will be available on Tuesdays October 6, 2020 through December 22, 2020.

Gen updated the Gale Support Database on Thursday, September 3, 2020. This includes 45 online databases for library patrons to access 24/7.

BRIDGES was down for about 100 Iowa libraries (ours included) from Thursday September 3 to Thursday September 10. It was due to a proxy server issue at the State Library.

**Unfinished Business:**

Library Specific Employee Evaluations – Bonnie made the motion to accept the library specific evaluations with the discussed revisions and updates. Jo seconded. Motion passed.

Employee Job Descriptions – Donna made the motion to accept the updated employee job descriptions with the discussed revisions. Bonnie seconded. Motion passed.

**New Business:**

Multi-Purpose Room – Will keep 6 foot social distancing in place until December 31, 2020 and will revisit resuming room rental in January 2021.

Viki made the motion to adjourn. Patti seconded. Meeting adjourned 2:55 p.m.

Submitted  
Viki Hawkins, Secretary  
September 29, 2020