

City of New Plymouth
Armoral Tuttle Public Library Board Meeting
June 2, 2020 at 6:30 pm

Call to Order and Introduction:

Heather Airoidi called meeting to begin at 6:30 pm

Roll Call: Christy Norris, Aubri Sotutu, Heather Airoidi, Keisha Jamison, Ron Beutler all here.

Consent Agenda: Action Item – Aubri moved to accept the agenda. Motion passed.

All matters on consent agenda are considered routine and may be approved in a single motion. A trustee may ask that an item be removed from the consent agenda and considered separately.

Library Board Minutes – May 7, 2020

Financial Report – March and April 2020 Financials

Library Report – May 2020 Library Report

Claims Approvals: Action Item -- Christy moved to accept claims approval. Motion passed.

Payment of bills: \$1,437.30

Old Business: Action Item

New Business: Action Item – Aubri moved to hire Cherry Meckert as a substitute for \$10.00 an hour on evenings she would be needed.

Hiring a backup substitute employee – Melanie proposed a substitute that would be needed only occasionally. She suggested the hiring of Cherry Meckert. She felt that the substitute would only be needed about 6-7 times. It would be a relief for Melanie to meet needs when one or the other of the librarians are gone. The pay would come out of the salary allotted in the budget.

Proposed budget for the FY2021 -- Melanie went over the proposed budget with the board in order to present it to the City Council this month. A sheet was

handed out to each board member showing our revenue and expenditures. A salary increase of a dollar an hour for both Melanie and Leisa was proposed by Melanie on the expenditures handout.

Ron moved to accept the proposed budget for the coming fiscal year. Motion passed.

Announcements:

Discussion about the policy binders – Kevin Tomilison from the ICFL can come and present a training seminar to help the board better understand the materials found in the policy binder. He would use the training seminar and quiz to see if we are understanding the trustee task, procedures and policies. The board is going to be studying the materials from the binder in some manner throughout the coming months. Melanie will try to get Kevin to come to the August board meeting.

Cares Act – Melanie applied for a thousand-dollar grant with (1) \$200 of it to go for training for Leisa and Melanie. Lynda and Uдеми are two online programs that they can use for computer training with very reasonable costs associated with them. They would be able to learn on their own and at their own pace. (2) To acquire another laptop for remote training and/or remote work from home.

(3) To get a sheet of a Plexiglas or similar material to fulfill the opening between the staff desk the two children computer desks (4) for an automatic hand sanitizer to dispense hand sanitizer at the entrance to the library. We should know about the grant by the 1st of June, and we would get the money in July.

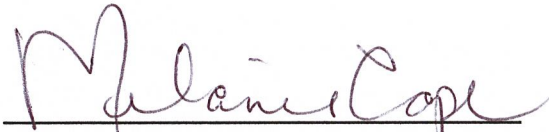
Thank you cards for the donations – three community members helped get materials for the summer reading handbags. The VFW donated \$200 dollars to be used at the library's discretion. The board members were asked to sign the thank you cards.

Update on further painting by Jody – Jody would like to come in and do more, and will as soon as her schedule is lighter.

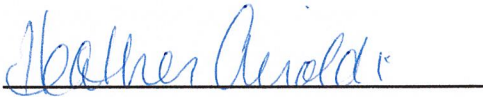
Communication between meetings – Melanie appreciates the input that she gets from the board between meetings. Everyone needs to make sure they have the correct emails and contact information for each other.

Next board meeting is scheduled for July 7. Schedule will remain as it was projected.

Adjournment: Heather adjourned the meeting at 7:34



Library Director- Melanie Cope



Board Chairperson- Heather Aioldi