



**Charleston Library Board Agenda
Monday, July 6, 2020 – 4:30 pm**

1. Call to Order

2. Roll call

Banks_X__ Cunningham_X__ Droste_X__ Meadows___ Monahan_X__ Newell_X__ Smallhorn___ Wiseman___

3. Public Comment

4. Board President's Comments

5. Omnibus Agenda

A. Approval of the May 26, 2020 Board Meeting Minutes

B. Acceptance of Director's Report

C. Acceptance of Program Report

D. Acceptance of Statistics Report

E. Acceptance of Financial Reports- provided at the meeting

F. Approval of the bills payable- provided at the meeting

Motion to approve: _BN___ Seconded: _CC___

Banks_Y__ Cunningham_Y__ Droste_Y__ Meadows___ Monahan_Y__ Newell_Y__ Smallhorn___ Wiseman___

6. Reopening the Library

Curbside service started on June 1 and includes pick up of items and curbside printing, copying, faxing and scanning. Summer Read started June 22 and will run through July. At this time, the Library is not ready to open to the public and there is no date set. Safety procedures need to be finalized to ensure staff and patrons remain as safe as possible. The main HVAC unit has not been working and needs extensive repairs—the temperatures reached in the building would have resulted in closing the building to the public. The Library should not open until these issues are fixed.

7. Action Item 2020 – 9: Review and vote to approve policy changes.

Motion to approve: __LB__ Seconded: _BN___

Yeas: __5__ Nays: ___

- Updating the Gift and Donation Policy to not accept donations of books or materials.
- Changing the computer time limit to be capped at 1 hour per user for all ages.
- Removing the courtesy phone.
- Removing public access to the display cases.
- Updating the Meeting Rooms to:
 - Only allow reservation of the study rooms,
 - Limit all reservations to 1 hour with a mandatory 30 minute window between each reservation
 - Limit each study room to 2 patrons at a time.
 - Allow reservations up to 1 month in advance
 - Remove all mention and rules for the other rooms (Conference, Craft, Rotary)
- Update the Code of Conduct
 - Rule 1: The requirement to wear a face-covering
 - Rule 2: Maintain social distancing
 - Rule 9: No food or beverage allowed in the Library.

Full Board Packet available upon request at the service desk.

8. Action Item 2020-10: Vote to approve the expenditure of funds to replace the Network Room Air Conditioning Unit

Motion to approve: __BN__ Seconded: _CC__

Banks_Y__Cunningham_Y__Droste_Y__Meadows__ Monahan_Y__ Newell_Y__ Smallhorn__ Wiseman__

The Network Room Air Conditioning Unit needs to be replaced. Early in the calendar year, Chris received a quote from DHM that it would cost nearly \$10,000 to replace that unit. Chris is investigating if that quote is still good, and if it is, he will agree to it and get the unit replaced.

9. Discussion Item

- A. Next Board Meeting – Monday, August 3, 2020 at 6:30PM.
- B. Agenda Building
- C. Other?

10. Adjournment

Adjourned at 5:11PM.

Full Board Packet available upon request at the service desk.