

CURRY PUBLIC LIBRARY BOARD MEETING MINUTES

November 20, 2020 at 4:00 pm at Curry Public Library

Minutes by Jordan Popoff

1. Call to Order @ 4:00 pm

-In attendance: Tim Scullen (Lib. Board), Jeremy Skinner (Lib. Director), Rebecca Marcus (Lib. Staff), Sandy Grummon (Lib. Board), Jim Boyle (FOL President), Wendy Abel (Insurance Agent), Jerry Herbage (Lib. Board), Alaina Pepin (Lib. Board), and Jordan Popoff (Lib. Staff). All met via Zoom.

2. Library Mission Statement – read by Tim Scullen

3. Citizen Concerns

-none

Presentation and discussion regarding health insurance renewal (Wendy Abel)

Abel reported a cost increase of 4.58% for Providence. Other plans are still coming in higher. Grummon asked about dental/vision coverage. Abel explained Providence covered vision, but the library has a separate plan (Standard) for dental so that members of employee families can join if desired. Skinner asked about insurance through Special Districts. Abel said that SDIS uses Regence, one of the insurance companies she presented. (See handout.) Skinner said he was fine with staying as is and asked Popoff and Marcus for any feedback. Both felt satisfied with Providence.

4. Review of Minutes from October 23

-Scullen made a motion to approve the minutes with a typo correction to item 5. The motion was seconded by Pepin. The vote in favor was unanimous.

5. Friends of the Library Report (Jim Boyle)

-Boyle reported that the Friends elected new officers for 2021, which are the same officers as 2020. They decided not to have the book sale after Thanksgiving, and not to have a meeting in December. The next FOL meeting will be held in January.

6. Financial Report (Skinner)

- By the last report, the library had received \$305,118 in tax revenue. The tax revenue totaled roughly \$50,000 more this time last year. Skinner will closely watch the tax revenue. The check from Tim Tuttle was received this month: \$25,000 for the building capitol project fund private grant income line. Youth programs should be \$8,500. Skinner said a budget revision with the committee is needed in order to create new budget lines for the ASCEND budget. Also, the new electrostatic cleaner needs to be budgeted as both income and expense. Skinner hopes to get this done in December. Skinner discussed entering into a movie-streaming contract with Kanopy.

7. Director's Report (see attachment)

-Skinner also added to his report the following items:

2. Buildings and Grounds: Library staff installed the Patterson Memorial Bridge mural into the kids' room.

3. Grants: With the pending \$5,000 grant from Ron Cook, library staff are looking into art exhibits.

9. Website & Print Promotional Materials: Skinner plans on rolling out the new website and promotional materials in the new year. Boyle said he'd appreciate a brochure about FOL, and Skinner added that he'd also be doing one on the library's strategic plan.

8. Old Business

-Library Purchasing Policy: Herbage asked to make "separate departments" to "library director." Herbage made a motion to approve the policy as amended and was seconded by Scullen. The vote in favor was unanimous.

-Collection Development Policy: Grummon had questions regarding the criteria for weeding and withdrawal, legal restrictions for memorial books, receipts for donated books, deed of gifts, and including artwork into the collection policy. Herbage suggested a separate policy for artwork. Grummon asked "family" to be struck from Appendix 2, second bullet point. Herbage asked Skinner to clarify "Pacific" from Appendix 2. It was discussed to change "customers" to "patrons." A 3rd reading is scheduled for December's meeting.

9. New Business

-COVID/OSHA: Skinner noted the library is already in compliance with OSHA, but still must take care of the paperwork. Herbage asked about posters, analysis, and training, and mentioned the need for a long-range game plan. Skinner said he has removed volunteers and student employees from the schedule and has severely scaled back Darlene, but still tries to have two people in the building for closing. Scullen and Herbage agreed about the need for a special meeting to discuss library open hours for December. It was agreed to hold a special meeting on Friday, December 4, at 4 pm.

-Branding: Skinner asked the board if they were okay with the branding. All are in favor.

10. Adjournment @ 5:43 pm