

**Columbus Public Library  
Library Board Meeting  
Tuesday, May 18, 2021  
Phyllis Luchsinger Callahan Meeting Room**

Pete Kaland called the meeting to order at 5:03 p.m.

Present remotely: Lindsey Ganz, Pete Kaland, Sharon Eagan, Deb Haeffner, Nora Vieau, Jim Schieble, Sue Salter, Sara Sample, Trina Reid, Merry Anderson

**Adoption of the Agenda:** Jim moved and Sharon seconded a motion to approve the agenda. Motion carried.

**Disposition of Minutes:** Sue moved and Nora seconded a motion to approve the minutes as corrected. Motion carried.

**Financial Report:** Finance Report: CD2-current value \$14,791.07-renewed. Nora moved and Sara seconded a motion to approve the financial report. Motion carried.

**Approval of Bills:** Bills of \$3,303.64 reported. Sue moved and Nora seconded a motion to approve bills. Motion carried.

**Director's Report:** At the end of 1Q (1<sup>st</sup> three months of 2021) budget expenditures were at 35.69 per cent but some higher cost line items are posted early in the year.

Bridges Library System has coordinated with libraries across the state to cooperatively pay for 50 Zoom Enterprise licenses. CPL has joined the annual licensing as it will cost about the same as we are currently paying but it will allow up to 500 participants and improve some features.

Best placement for the new self-check machine is near an outlet but there is no port. SNS Electric will assess needs and make a recommendation.

The Virtual Project will continue through summer with Mixology 101 (6/7) and Canning and Preserving with Master Gardener Becky Gutzman (6/29). Staff continues to provide videos for all ages along with make-and-take's and virtual book clubs with two different offerings per month. The Summer Library Program will run from June 4 through July 31.

See New Business for HVAC update and Unfinished Business for Annex/meeting space policy and new library layout proposal

The personnel committee completed drafts of all job descriptions except for the custodial position.

The programming committee continues to meet weekly. Columbia County Directors meet virtually monthly. Events have been planned through October with a break from county wide events in November and December.

As per the Director's goals, Lindsey drafted a Library Annex policy to address reopening the meeting space.

**President's Report:** Pete asked members if Zoom meetings should continue after reopening. General consensus seems to be yes but further discussion to come.

**Friends of the Library:** Mother's Day weekend sale deemed successful with \$190 raised. Asked if they could/should begin meeting in person. To be determined.

**Correspondence:** None

**Committee Reports:** Personnel committee sent job descriptions to the board for review and comment. Nora moved and Jim seconded a motion to approve the job descriptions as presented. Motion carried.

**Unfinished Business:**

COVID-19 Library Procedures—Gradual reopening going well with some questions about mask policy. Trina believes the City Council will vote to eliminate the mask mandate. Pete moved and Sue seconded a motion re: Library policy as follows: The Library will continue the mask requirement and social distancing indoors to protect young patrons.

The motion carried and will be reviewed at the next board meeting.

Annex/meeting space—Lindsey sent draft of policy to board for review and comment. After discussion, Merry moved and Jim seconded a motion to table decision to June meeting.

New Library layout proposal—Lindsey will get quotes and board agreed to address going forward with upgrade in August.

**New Business:**

Employee addendum—Linsey presented a proposal for upgrading the staff sick leave/vacation/holiday benefit. After discussion the proposal was sent to personnel committee for revision and recommendation.

HVAC maintenance—Latitude 43 performed cleaning and maintenance checks on HVAC systems in the Library and Annex. Their report indicates the following: Library is "at risk" on air handler filter and improperly installed cooling coil and "immediate action needed" on new AC for lower level

Annex is “high risk” on rusted over evaporator and “immediate action needed” on leaking furnace exhaust and replacing the entire system.

In addition, some items in both Library and Annex require immediate action due to potential safety hazards. Complete new systems recommended for both buildings. Linsey will get quotes.

**Adjournment:** Sara moved and Jim seconded a motion to adjourn. Motion carried.

Next scheduled board meeting June 15, 2021.

Respectfully submitted.  
Merry Anderson, Secretary