

**BROWN COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES VIA ZOOM  
MAY 20, 2020 6:00 p.m.**

**initial new facility sketches** were presented by Dewberry Architect Amanda Voorhees, via WebEx at 6:00

Flynn called the meeting to order at 7:50. **Present** (in person): Jeremy Flynn, Julie Padgett, Margaret Scranton, Richard Young, Director. **Present** (electronically): Heidi Scott, Sharon Teefey, Linda Wade. **Absent**: Meggie Koch

**Minutes of the April 15, 2020 Board meeting, Minutes of April 22 and April 29, 2020 Library Dev. Comm. meetings** were approved as printed; motion by Wade, second by Teefey.

**Marketing/Events:** (Grace Haschemeyer) Written reports for March and April 2020 were presented.

**May 2020 Bills:** Payment was unanimously approved on motion by Scranton, second by Padgett.  
**April 2020 Financial Statement** (Budget Analysis): was presented by Young.

**Director's Report** (Young)

**Monthly Statistics:** Lots of renewals when the library access was shut down

**Personnel:** none

**CE workshops:** Regularly scheduled RSA meetings were held and attended via Zoom.

**Communications:** **Per Capita grant** application was approved, funds not yet received; **Adams Electrical Power Penny Grant** of \$250 received; **Capacity Bldg Grant** of \$1,803.68 received, paying fees for Grace and Kim to attend October Association for Rural Libraries workshop.

**Other:**

**Committee Reports**

**Finance:** none

**Personnel:** none

**Building/Grounds:** Inspection/repair/maintenance of the current building to be addressed by committee, and resulting action taken.

**Library Development:** Next meeting is Wednesday, April 27, 6:00 p.m.

**Old Business: New facility update:** Will review revised Dewberry Program proposal as presented tonight.

**New Business:**

Motion by Scranton, second by Wade, to **accept the resignation** of Homebound Librarian Janet Keyes, effective April 30, 2020; motion approved.

Motion by Scranton, second by Teefey, to approve Young's **posting of a staff vacancy** as appropriate per re-opening date; motion approved.

**FYI: Bids for Financial Audit**, to be completed at end of this year, required due to income exceeding audit threshold. Young will seek an auditor.

Young reviewed **Library closure and staff pay** during continued State Shelter in Place order.

Young reviewed **Re-Opening Procedures** for after Shelter in Place is lifted or library is deemed essential. Motion by Scranton, second by Scott, to adopt this procedure, pending approval of insurance agency, and BC Health Dept.

Motion by Padgett, second by Scranton, to accept **Yingling & Nuessen \$2,523 bid** for building and WC insurance renewal; motion carried.

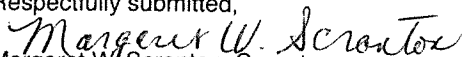
Motion by Wade, second by Teefey, to **move \$14, 500 from General to Special Reserve Building Fund**; approved.

**Other:** none

**Next regular meeting:** June 17, 2020, at 6:00 p.m.

Adjourned at 8:40 p.m.

Respectfully submitted,

  
Margaret W. Scranton, Secretary