

**WEST BRANCH PUBLIC LIBRARY**  
**Board of Trustees Meeting Minutes**

**September 10, 2020**

**Meeting (via ZOOM) commenced at 6:46 p.m.**

**Present:** Karina Krall, Kristin Nalan, Lizabeth Osborne, Jim Farmer, Lisa Kofoed, Craig Walker & Nick Shimmin (Director)

**Meeting Minutes:** On a motion by Trustee Farmer and seconded by Trustee Walker, the August 13, 2020, minutes were approved by self-pass.

**Open Forum:** Trustee Jan Jacobson has resigned as she is moving out of the library's area thus a vacancy set is open. The procedure (due to Covid19) of self-checkout / pick-up of library materials in the lobby is working great, but staff is considering moving forward to opening by appointment via a signup sheet.

**Financial Condition Report:** Approved Expenditures for September 2020 – moved by Trustee Kofoed and seconded by Trustee Nalan, this motion was approved by self-pass.

**Director's Report:** An application for a grant to fund the outdoor seating is being made. The chat service "Help Now" is up and running, feedback is positive. There is a possibility that the library will be working with the school in offering tutoring (writing) K –12. Library now has just one email address. Small libraries in the county have been invited to participate in the programs offered thru WBPL.

**Discuss/Approve purchasing methods and amount for staff computer replacement purchases:** On a motion by Trustee Walker to approve replacement of two computers, seconded by Trustee Osborne, this motion was approved by self-pass.

**Discuss/Approve Communicable Disease Policy:** This policy is for staff, and on a motion by Trustee Farmer and seconded by Trustee Nalan, this motion was approved by self-pass.

**Discuss/Approve Telecommuting Policy:** On a motion by Trustee Farmer and seconded by Trustee Nalan, this motion was approved by self-pass.

**Discuss/Approve review of Borrowing Policy:** On a motion by Trustee Kofoed and seconded by Trustee Nalan, this motion was approved by self-pass.

**Next Meeting:** October 8, 2020, at 6:30 p.m. in the West Branch Public Library Community Room.

**Meeting Adjourned:** 7:27 p.m.