

# WEST BRANCH PUBLIC LIBRARY

## Board of Trustees Meeting Minutes

October 8, 2020

**Meeting (via ZOOM) commenced at 6:39 p.m.**

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

**Meeting Minutes:** On a motion by Trustee Walker and seconded by Trustee Kofoed, the September 10, 2020, minutes were approved by self-pass.

**Open Forum:** No appointment yet for the board vacancy.

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

**Director's Report:** Various programs featuring guest speakers are scheduled to proceed thru virtual participation. An outdoor movie free to the public will be held at Cubby Park at the end of the month.

**Discuss/Approve requiring masks in building during early phases of COVID reopening:** With the possible opening to the public in the early phases of COVOD-19, there was discussion on the time limit for the online appointment and the number to be admitted. The policy to have all people in public areas to be masked was moved by Trustee Walker and seconded by Trustee Kofoed, and this motion was approved by self-pass.

**Discuss/Approve purchase of new Book Drop:** The book drop is deteriorating and needs to be replaced. On a move by Trustee Kofoed and seconded by Trustee Walker, this motion was approved by self-pass.

**Discuss/Approve review of Confidentiality Policy:** With the clarity of a sentence, on a motion by Trustee Walker and seconded by Trustee Kofoed, this motion was approved by self-pass.

**Review Strategic Plan:** This item was put on hold until the next meeting and with a suggestion of including annotations to the document.

**Next Meeting:** November 12, 2020, at 6:30 p.m. in the West Branch Public Library Community Room.

**Meeting Adjourned:** 7:16 p.m.