

Tri-Township Public Library  
Board of Trustees Meeting  
Regular Meeting  
December 1, 2020

Call to Order: The meeting was called to order by Treasurer Scheller at 7:01 p.m.

Roll Call: Board - Present: Espindola, Juehne, Lindsay, Scheller. Absent: Elson, Erschen, and Ashcraft.  
Public – Present: David Cassens, Director for the Tri-Township Public Library, Norma Sidner, Assistant to the Board.

Input to the Agenda -  
Board: None.  
Public: None.

Approval of Minutes:

1. Regular Meeting November 3, 2020 – Tabled
2. Closed Meeting November 3, 2020 – Tabled

Treasurer's Report: Scheller shared that everything is fine.

Elson Arrived at 7:21 p.m.

Director's Report:

1. Our new online platform known as Kanopy is online and ready to be used.
2. All of the library staff that was exposed to COVID has been tested and received a negative result.
3. Catherine Ricchezza who had COVID has recovered and has returned to work.
4. Due to Tier 3 restrictions imposed by the state government as well as the COVID outbreak at the library, the library has closed and is now only conducting curbside services.
5. The library has cancelled in person programming but remote programming still continues.
6. Statistics reviewed and holding steady.

Maintenance:

1. Library Deep Clean – Due to the closure the board decided to do a library deep clean. The deep clean will be performed by Stanley Steamer. The service will include cleaning the first floor of the library and the lower level with the exception of the History/Genealogy room. The total cost for the deep clean service is \$1596.18. Elson made a motion. Juehne seconded it. Ayes: Elson, Espindola, Juehne, Lindsay, Scheller. Nays: None. Absent: Erschen, Ashcraft.

Communications:

1. Auditor Bids – The board discussed a new auditor and instructed the library director to contact C.J. Schlosser and invite them to come to the January Board Meeting so the board can ask Keven Tepen from C.J. Schlosser some questions about the upcoming audit.

Old Business:

2. Volunteer Gifts. – The board asked if the library staff can contact the volunteers and see if the volunteers can come by the library on December 12<sup>th</sup> from 9 a.m. until 12 p.m. and distribute the volunteer gifts to the volunteers. Members of the board will be present to hand out the gifts.

New Business:

1. Library Positions – Cassens gave a staff status report to the board and requested creation of a new position for the library: Community Liaison. Cassens stated that his intent was to assign staff to different positions in the library to better reflect their strengths. Cassens suggested that Elizabeth McClure take over Head of Circulation. Espindola made a motion and Lindsey seconded it. Ayes: Elson, Espindola, Lindsey, Juehne, Scheller. Nays: None. Absent: Erschen, Ashcraft. Cassens then suggested that Debbie Shrewsberry be shifted from Head of Circulation to Community Liaison. A motion was made by Espindola and seconded by Elson. Ayes: Elson, Espindola, Lindsey, Juehne, Scheller. Nays: None. Absent: Erschen, Ashcraft.

Closed Meeting – None.

Announcements and Adjournment:

Espindola works at Partners 4 pets and Anderson Hospital but may quit her hospital job.

Meeting adjourned at 7:54 p.m. by Elson.