

**White Lake Community Library
Library Board Meeting Minutes
Wednesday, September 23, 2020
5:15 pm, via Zoom**

Present: Ruth Grenell, Brian Hosticka, Lynnette Johnson, Norm Kittleson, Annlyn McKenzie, Brenda Pawl, & Melissa Martin.

Absent: Charles Ayers

Staff Present: Virginia DeMumbrum & Pam Osborn

1. **Call to Order** - Meeting was called to order at 5:22 p.m. by President McKenzie.
2. **Approval of the Agenda** - Motion made by Ruth, second by Brian . Motion carried.
3. **Approval of the Minutes (August 26, 2020)** - Motion made by Brian , second by Norm.
Motion carried.
4. **Treasurer's Report** - Motion made by Ruth, second by Lynnette . Motion carried.
5. **Approval of Financial Statements** - Motion made by Ruth, second by Brian . Motion carried.
6. **Approval of Bills to be Paid** - Motion made by Melissa, second by Lynnette. Motion carried.
7. **Reports**
 - a. Director's Report - Ellie & Virginia have been working on the budget forecast which will be covered at the Retreat. The library will be increasing the hours the first week of October - New hours; M,W, F 10 am - 4 pm, T & Th 12 -7 pm, Saturday 10 am-1 pm. We aren't back to full hours yet, not because of money, but because we have to staff so differently during COVID. Everyone is still working their regular hours.
 - b. Policy/Personnel Committee - User agreement for hotspot and laptops to be checked out.
 - c. Finance Committee -Planning for an upcoming meeting. Tuesday-September 29, 7:30 pm - Zoom Mtg.
 - d. Government Liaison Committee- No news to report.
 - e. Board Development Committee - n/a
8. **Unfinished Business**
 - a. Fall retreat planning - Hoping to have two speakers - still working on that. Five year plan to receive before the retreat. Retreat - 6:30 - 8:30 p.m. (hoping for 1.5 hrs.)

9. **New Business**

- a. Circulating Hotspot and Laptop (Five refurbished devices) policies - Motion made by Ruth, second by Brian. Motion carried.
- b. The Board wants to say, Thanks for the time involved in putting together the language for the policy. Also, thank you to the entire staff for all they have done during this pandemic.

10. **Correspondence** – various thank-you notes from patrons

11. **Public Comment** - n/a

12. **Adjournment** - Meeting was adjourned at 6:05 p.m.

Next meeting October 28, 2020 at 5:15; via Zoom

Board Retreat next Wednesday evening, September 30, 2020, via Zoom (Start time 6:30 pm)