

Minutes: Meeting of Abilene Public Library Board July 14, 2020

Roll call

Present

Absent

Wendy Moulton

Carri McMahon

Marilyn Holt

Sandy Foltz

Amanda Cormack

Elly Cauthon

Sheila Biggs

Sheryl Davidson

Kara Cromwell

Cindy Montgomery

Chris Ostermann, mayor

Meeting called to order by president Sheila Biggs.

Motion to approve financial report and minutes of regular meeting of June 9 and minutes of special meeting of June 24. Moved to approve Sandy Foltz; seconded, Amanda Cormack; approved.

Director's Report: See Wendy's report.

Children and Teen Services: See Sheryl's report. Sheryl added information regarding proposed K-State Extension Story Walk program which can also be event for annual Pink Lemonade Party.

Action Items:

Teen area study furniture purchase. These items will help furnish Third Floor teen study area; funds will come from 2019 Endowment Fund disbursement, with total cost of \$4041.60. Amanda Cormack made motion to approve furniture purchase at cost of \$4041.60; seconded, Marilyn Holt; approved.

Discussion Items:

1. Comments regarding 2021 budget and presentation to City Commission. The primary discussion point was responsibility of responding to public questions and comments. Should

response come from city manager, city mayor, library director, library board president? Sheila Biggs asked that comments and questions received by city manager and/or members of city commission be passed on to her and library director Wendy Moulton for appropriate response. This would also ensure that library is kept informed of public concerns.

2. Job descriptions: Marilyn Holt reported on work of job descriptions committee which consists of her, Carri McMahon, and Kara Cromwell. Kara Cromwell followed up with information on consultation with NCKLS personnel and work on updating each position description. Revised job descriptions were in packets for this meeting, and will be discussed at next meeting when board members have had more time to study the materials. In addition, Wendy Moulton added that with the two recent retirements of library staff, she hopes to fill one position soon.

3. Front desk/reception. With the library's reopening, the room used for Friends of the Library book sales has been temporarily converted into a reception desk to better monitor the number of people coming into library, use of masks, etc. There has been a very positive public response to the reception area, and Wendy Moulton said that she and library staff would like to explore feasibility of refiguring work areas for employees and using Friends Room long-term as reception/staff work area. Board's response was positive and encouraging.

Motion to adjourn, made by Elly Cauthon; seconded, Amanda Cormack; approved.; seconded by Amanda Cormack; approved.

Next regularly scheduled meeting is August 11, 2020



Submitted, Marilyn Holt, July 15, 2020