

**Library Board of Trustees  
Minutes of Meeting  
Online Meeting Held via Zoom  
July 15, 2020**

1. The meeting was called to order at 5:30 p.m. by President Lansford.
2. Members present: Maryka Baraka, Katie Blakeman, Trisha Crowley, Michael La Due, Charles Lansford, Rajeev Malik, and Craig Rost

Members absent: Minnie Pearson and Greg Stock

Library staff present: Donna Pittman, Amy Al-Shabibi, Jill Bouvet, Tricia Duzan, Nathan Hawkins, Kristina Hoerner, Debbie Keith, Brittany Millington, Jordan Neal, and Evelyn Shapiro

Visitors present: Kathryn Cataldo, Natalie Frankenberg, and Tim Ditman

3. Approve the Agenda:
  - MOTION by La Due to approve the agenda as presented; seconded by Blakeman. Roll call vote was obtained. All: Aye.
4. Approve the Minutes:
  - a. Regular Meeting Minutes, June 17, 2020
  - b. Closed Session Minutes, June 17, 2020
    - MOTION by Malik to approve the Regular Meeting minutes of June 17, 2020 as presented; seconded by La Due. Roll call vote was obtained. All: Aye.
    - MOTION by Crowley to approve the Closed Session Minutes of June 17, 2020 as presented; seconded by Blakeman. Roll call vote was obtained. All: Aye.
5. Director's Report:
  - Pittman reported that due to COVID-19, no in-person programming will take place this fall. Groups will be allowed to reserve meeting rooms with capacity limits beginning September 7. Reservations are being taken by phone and can be made online starting September 7.
  - Career Librarian Jordan Neal reported on the Get-that-Job! webinar series and how she is connecting with customers individually with virtual Book-a-Librarian sessions. Customers can also access JobNow and Gale Courses for online career and resume assistance.

6. Fine-Free Policy Proposal:

- Hoerner stated there were no comments for this item.
- Pittman announced that CPL is in a position to eliminate late fines which can serve as a barrier to library use for many children and families. Pittman proposed that the library go fine-free starting August 15. Late fees will be eliminated on all CPL materials. Current late fees on cardholder accounts will be waived, while fees for lost and damaged items will remain on accounts. Payment plans are available for these.
- The projected loss of fine revenue (\$65,000 per year) in FY21 will be absorbed with year-end savings and future budgets will be determined, as usual, by total projected revenues.
- MOTION by Blakeman to approve the Fine-Free Policy as presented; seconded by Malik. Roll call vote was obtained. All: Aye.

7. Director's Salary: Cost of Living Increase:

- Hoerner stated there were no comments for this item.
- MOTION by Crowley to approve an increase in the Director's salary retroactive to July 1 at the 2.5% Cost of Living increase provided to all employees this year; seconded by Malik. Roll call vote was obtained. All: Aye.

8. FY2020/21 Regular Library Board Meeting Schedule:

- Hoerner noted there were no comments on this item.
- Pittman asked whether the Board prefers to meet in person or continue meeting via Zoom through November 2020.
- Board members discussed meeting via Zoom through November 2020 and then reassessing at that point based on the COVID-19 situation.
- MOTION by Malik to amend the FY2020/21 Regular Library Board Meeting Schedule to note that meetings will be held via Zoom through November 18, 2020 and then reassessed as discussed; seconded by Rost. Roll call vote was obtained. All: Aye.

9. Financial Reports:

- Hoerner noted there were no comments for this item.
- Pittman reported that due to problems in the County Treasurer's office, the Library has not received the property tax disbursement it should have received in June. Because of this, the City is allowing the Library to wait on transferring funds due to the City until the property tax payment is received. The Library was faced with the same situation last year and appreciates the assistance of the City Finance Department.

a. Approve “Check Register” and “Handwritten Checks” for June 2020:

- MOTION by La Due to file all expenditures as presented; seconded by Baraka. Roll call vote was obtained. All: Aye.

b. 2019/20 Financial Statements:

- Keith explained several areas of savings at year-end. In August, a revised budget for FY21 will be distributed.
- MOTION by La Due to accept all financials as presented; seconded by Malik. Roll call vote was obtained. All: Aye.

10. Comments from the Audience:

- Kristina stated there were no public comments.

11. Comments from the Board:

- Lansford commented that he is impressed that the Library is functioning as well as it is during COVID and appreciates the board’s willingness to meet via Zoom. He thanked Pittman, Keith, Hoerner, and all participants this evening.
- A special Library Board Meeting is planned on July 29 at 5:30 p.m. Pittman would like the opportunity to present an amendment to the Rules of Conduct regarding the use of the library by children age 15 and under.
- Baraka thanked Neal for her presentation about how the Library is still serving the community with everything going on. Baraka also thanked Pittman for all the updates and the way she is steering the library through challenges and keeping the board in the loop about it.
- Rost thanked Pittman for doing a great job. Rost mentioned the Foundation Board met yesterday and wanted to add that they are recruiting new board members.
- Lansford noted that the Friends would like to resume sales as soon as they can safely staff the FriendShop.

12. Next Meetings or Events:

- Regular Meeting, August 19, 2020, 5:30 p.m., via Zoom
- Regular Meeting, September 16, 2020, 5:30 p.m., via Zoom
- Regular Meeting, October 21, 2020, 5:30 p.m., via Zoom

13. Adjournment:

- The meeting was adjourned at 6:20 p.m.

Respectfully submitted,

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Charles Lansford, President

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Michael La Due, Secretary

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Jill Bouvet, Recorder