

Elkader Public Library Board of Trustees
Regular Board Meeting – Tuesday, November 10, 2020

1. Call to Order – Chairman Frank Phippen called the meeting to order. Board members present were: Jennifer Wilwert, Bob Griffith, John Gnagy, Susanne Hankey, and Jennifer Garms. Also in attendance was Library Director Lisa Pope.
2. Approval of the Agenda – Hankey moved to approve the agenda. Gnagy seconded. Motion carried.
3. Minutes from Last Month’s Meeting – Griffith moved to approve the October minutes. Gnagy seconded. Motion carried.
4. Financial Report – Reviewed.
5. Payment of Bills – Garms moved to approve the payment of bills. Griffith seconded. Motion carried.
6. Director’s Report – Reviewed.
7. Unfinished Business
 - a. Reopening/Pandemic Plan – Griffith moved to continue to operate the library business in Phase 2 of the pandemic plan. Hankey seconded. Motion carried.
 - b. Direct State Aid Money (\$1,581.91) – Gnagy moved to purchase a children’s table and up to six chairs. Wilwert seconded. Motion carried.
 - c. Landscaping – The Foundation Board approved for up to \$4,000 to fund landscaping for Spring 2021.
8. New Business
 - a. Review and Update Circulation Loan Policy – There was discussion regarding check in times for items in the book return. Garms moved to accept proposed changes from Pope that include changing the “and” following identification to “or” in the first sentence of the second paragraph and to change “pay promptly” to “promptly pay” in the third paragraph.
 - b. Trustee Training: Open Meetings Law – Reviewed.
9. Friends of Library Report – Reviewed the October minutes.
10. Public Comments – None.
11. Adjournment – The president declared the meeting adjourned at 5:45 PM. Next meeting is scheduled for December 10, 2020 at 5:00 PM.

Respectfully submitted,
Jennifer Garms, Secretary