

**G.E. Bleskacek Family Memorial Library
Library Board Meeting May 5, 2021 Minutes**

1. **Call to order:** President Kim Summerfield called the meeting to order at 6:02 p.m.
2. **Present:** Kim Summerfield, Shirley Meindel, Kellie Anderson, Denise Michaelsen, Lynda Fechter, Florence LaBeau, Megan Taylor (Director)
Absent: Nancy Paulson
3. **Public Comment:** None
4. **Friends of the Library Report:** There is now a cart of books for sale outside by the pick-up table. The Friends are still planning some outdoor sales but haven't set any dates yet.
5. **Previous Meeting Minutes:** Motion made by Shirley Meindel and seconded by Denise Michaelsen to approve the minutes. Motion carried.
6. **Treasurer's Report:**
 - Current Balance in the NOW Checking Account \$12,120.06
 - Current Balance in the Money Market Account \$42,46.30

Motion made by Lynda Fechter and seconded by Kellie Anderson to accept the Treasurer's report. Motion carried.

7. Library's Monthly Expenditures: Motion made by Shirley Meindel and seconded by Denise Michaelsen to approve the monthly expenditures. Motion carried.

8. Library Director's Report: See report.

9. Subjects for Consideration:

a. Youth Aide and Circulation Position: Motion made by Shirley Meindel and seconded by Kim Summerfield to fulfill the youth aide and circulation positions as circulation positions only. Motion carried.

b. Circulation Assistant Job Description: Motion made by Lynda Fechter and seconded by Shirley Meindel to update the Circulation Assistant Job Description. Motion Carried.

c. COVID-19 Services and Safety Plan: Motion made by Denise Michaelsen and seconded by Lynda Fechter to update the COVID-19 Services and Safety Plan with the proposed updates to the staff guidelines and also including stomach ache, nausea, and vomiting to symptoms.

10. Board Member Comments: No comments.

11. Adjournment: Motion made by Shirley Meindel and seconded by Lynda Fechter to adjourn the meeting at 6:25. Motion carried.

Submitted by Kim Summerfield, President