

Mooresville Public Library
Board of Trustee Meeting
April 6, 2020
via Zoom

Members in attendance: Steve Oschman (audio), Steve Saucerman (audio,video), Jane Amos (audio, video), Don Stultz, (audio, video), Lynn Adams (audio). Also attending: Diane Huerkamp, Director (audio, video), Sandra Osborn, Deputy Director (audio, video), and Sharon Hicks (audio).

Vice President, Steve Saucerman, called the meeting to order at 4:08 p.m.

Minutes: Don Stultz made a motion to approve the minutes of the March 2nd meeting as written. Jane Amos seconded the motion and the motion was approved by Roll Call as follows:

| | |
|-----------------------|---------------------|
| Steve Saucerman – Yea | Steve Oschman – Yea |
| Jane Amos – Yea | Lynn Adams – Yea |
| Don Stultz – Yea | |

Financial Report: Don Stultz asked the Business Manager to read the report as he was unable to open the document sent to him earlier. The Financial Report asked for approval of all claims submitted in March in the amount of \$47,219.25, two payrolls totaling a gross of \$38,229.54 and one payroll in April with a gross amount of \$19,337.36 and liabilities of \$3,590.87. Don made a motion to approve the Financial Report as presented. Steve Oschman seconded the motion and the motion was approved by Roll Call as follows:

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|-----------------------|---------------------|
| Steve Saucerman – Yea | Steve Oschman – Yea |
| Jane Amos – Yea | Lynn Adams – Yea |
| Don Stultz – Yea | |

A Resolution to Pay Claims During a Public Health Emergency was presented and explained by Diane Huerkamp. This Resolution is the result of the declaration of a Public Health Emergency in the State of Indiana by Governor Eric Holcomb due to the Coronavirus Disease (COVID-19) on March 6, 2020. A motion was made by Lynn Adams to approve this Resolution and seconded by Don Stultz. The motion was approved by Roll Call as follows:

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|-----------------------|---------------------|
| Steve Saucerman – Yea | Steve Oschman – Yea |
| Jane Amos – Yea | Lynn Adams – Yea |
| Don Stultz – Yea | |

Policy Committee:

Two new policies were presented due to COVID-19. These were emergency policies requiring one read and approval:

- 1) Epidemic/Pandemic Policy. This policy established a protocol for the operations of the Mooresville Public Library. Steve Oschman made a motion to approve the policy as submitted and was seconded by Jane Amos. The motion was approved by Roll Call as follows:

| | |
|-----------------------|---------------------|
| Steve Saucerman – Yea | Steve Oschman – Yea |
| Jane Amos – Yea | Lynn Adams – Yea |
| Don Stultz – Yea | |

2) Mooresville Public Library Emergency Closures. This policy provides regular payment to all exempt-level staff and payment to all hourly staff equivalent to their normal scheduled hours during the time of closure. Jane Amos moved to approve this motion and was seconded by Lynn Adams. The motion was approved by Roll Call as follows:

| | |
|-----------------------|---------------------|
| Steve Saucerman – Yea | Steve Oschman – Yea |
| Jane Amos – Yea | Lynn Adams – Yea |
| Don Stultz – Yea | |

Building Committee:

Steve Saucerman extended kudos to Diane Huerkamp for her foresight to complete several tasks during the shut-down: Interior painting, flooring in the children’s area, and driveway and parking lot sealing and stripping. In addition WIFI was extended to the parking lot and signage all around the library promoting the service.

Technology Report:

No report was given, however, Diane reported our IT Manager reported 61 people utilized the WIFI in the parking lot.

Evaluation Committee:

No report.

Diane asked Sandra Osborn to provide information on services being offered during the closure:

- Evergreen Indiana is allowing Libraries to create new accounts by mail. To date, Sandra has created 15 new Library Cards.
- Facebook posts are being made and newsletters have been submitted to approximately 200 patrons.

Steve Saucerman made a motion to extend the Emergency Policy to our next meeting scheduled for May 4. Lynn Adams seconded the motion and the motion was approved by Roll Call as follows:

| | |
|-----------------------|---------------------|
| Steve Saucerman – Yea | Steve Oschman – Yea |
| Jane Amos – Yea | Lynn Adams – Yea |
| Don Stultz – Yea | |

Old Business:

Second readings on three policies were completed and voted on:

- 1) Steve Saucerman made a motion to adopt the Photography, Filming, Videography/Audiography Policy. The policy was seconded by Lynn Adams and approved by Roll Call as follows:

| | |
|-----------------------|---------------------|
| Steve Saucerman – Yea | Steve Oschman – Yea |
| Jane Amos – Yea | Lynn Adams – Yea |
| Don Stultz – Yea | |

- 2) Steve Saucerman made a motion to adopt the MPL Library Outreach Services Policy. Lynn Adams seconded the motion and was approved by Roll Call as follows:

Steve Saucerman – Yea
Jane Amos – Yea
Don Stultz – Yea

Steve Oschman – Yea
Lynn Adams – Yea

- 3) Steve Saucerman made a motion to approve the MPL Proctored Exam Policy. Jane Amos seconded the motion and the motion was approved by Roll Call as follows:

Steve Saucerman – Yea
Jane Amos – Yea
Don Stultz – Yea

Steve Oschman – Yea
Lynn Adams – Yea

New Business:

Librarian’s Report: No formal report was submitted; however, Diane explained the Management Team has met three times, all thru Zoom meetings, and are working on procedures for a “soft opening”. A survey was submitted to all staff members asking their input on returning to work following the closure. She explained most employees are eager to return to work. She extended a special thanks to all staff who have worked during the period of shut-down to keep services available and payments made.

Adjournment:

Steve Saucerman announced the next scheduled Board Meeting is May 4; and as of now it too will be a virtual meeting through Zoom. He then moved to adjourn the meeting and was seconded by Don Stultz. The meeting was ended at 4:50 p.m.

Respectfully submitted, Sharon Hicks 4-6-2020

Steve Saucerman, Vice President