

**Alexandria-Monroe Public Library**  
**Board of Trustees**  
**Meeting Minutes**  
**August 13, 2020**

**Members Present via Zoom:** Shelby Thomas, Pam Blake, Melissa Giles, Susie Remington, Laura Jean Rowe and Library Director Sarah Wallace.

**Members Absent:** None

**1. Call to Order:** President Shelby Thomas called the meeting to order at 6:01 P.M.

**2. Approval of:**

- a. Agenda: Pam Blake to approve, Missy Giles seconded. Motion passed.
- b. Minutes of July meeting: Susie Remington to approve, Pam Blake seconded. Motion passed.
- c. Financial Report: Blake to approve, Laura Rowe seconded. Motion passed.
- d. Director's Report: Giles approved, Remington seconded. Motion passed.

**3. Old Business:**

- a. Planter Boxes: Wallace reported that she has spoken with Jesse Wolf of Wolf Construction and Landscaping, and his crew is to pick up the planter boxes for repair tomorrow. Discussion of landscaping ensued, and Susie is going to check into digging up the pool plants when the pool closes for the season to fill the planter boxes for the fall. She also mentioned that she would like to trim back the tree that overhangs the walkway from the parking lot.
- b. Board Vacancies: Wallace reported that she has submitted paperwork for two individuals to be approved at the September Council meeting to fill the current vacancies on the library board.

**4. New Business:**

- a. United Way: Wallace explained that she had been approached by Julie Barton, Director of the local United Way, about partnering with them on some community services. She invited Barton to join the Zoom meeting to explain what her organization is requesting from the library. Wallace will be adding links to financial aid services to the library's website. Barton explained that individuals and families applying for any type of state or federal aid are required to fax applications that often exceed 20 pages in length before being granted aid. This creates undue financial hardship, as most requesting aid are doing so because of some type of income loss. She asked the board to consider waiving the faxing fees for these individuals during the current crises. After some discussion, Blake moved to waive faxing fees for anyone applying for financial aid through December 31st. Remington seconded and the motion passed. The board will review this item in December to determine if an extension to the timeline is necessary.
- b. Budget: Wallace explained that she is not requesting an increase to the library's operating budget for 2021, even though there was an option to request an increase of up to 4.25%. She chose not to request the increase due

to revenue being down substantially this year with the closures. The board had several additional questions, and more discussion surrounding the budget took place. Final approval from the library board will be required at the September meeting for the Council to review in October. \* Remington asked about the LED Replacement Bulb Project. Wallace explained that the board never approved moving forward with the project, but that the funds were allotted and still available in the 2019 budget. After a brief discussion, the board requested that Wallace contact Parker Lighting to discuss moving forward with the lighting as soon as they have the availability.

#### **5. Director's Report:**

Wallace provided the Board with the highlights from the Director's report. The electronic sign is fixed, but is no longer under warranty. Wallace mentioned that since the library resumed normal hours there has been a distinct lack of business on weeknight evenings, specifically after 5PM. The board discussed the issue and asked several questions. Finally, Giles moved to begin closing at 5PM on Wednesdays through the end of 2020 beginning September 1st. She also requested that Wallace pose the question to patrons via the website in order to get community input on the issue. Remington seconded and the motion passed.

#### **6. Librarian's Report:**

Board members briefly discussed trends on the report, once again noticing the uptick in digital media.

#### **7. Financial Report:**

The report was not made available to Board members prior to the meeting due to the meeting format. Remington visited the library prior to the meeting to review the report and found no issues. Remington moved to pay claims 292-371. Giles seconded and the motion passed. Rowe moved to pay previous claims 292-333 and Giles seconded. The motion passed.

#### **8. Announcements:**

Wallace will be taking some time off in the next couple of weeks when her sister is due to have a baby.

#### **9. Public Comments:**

There were no Public Comments

#### **10. Adjournment:**

Giles moved to adjourn the meeting at 7:20 P.M. Blake seconded and the meeting was adjourned.

Respectfully submitted,

Missy Giles

Library Board Secretary

Next Meeting Thursday January 9th at 6:00 P.M.