**MINUTES OF THE**

**ROOSEVELT COUNTY LIBRARY BOARD**

Online Meeting

April 18, 2020

10:00 a.m.

Meeting Four

**ATTENDING:** Beth Hekkel, Roosevelt County Library Chairperson

Laurie Evans, Roosevelt County Library Trustee

Sue Snitker, Roosevelt County Library Trustee

Gloria Mason, Roosevelt County Library Trustee

Pat Henry, Roosevelt County Library Trustee

Andrea Hayes, Library Director

**GUESTS:** Suzanne Reymer, State wide Consulting Librarian from the

Montana State Library

Helen Welte

Vivian Schultz

Sheri Harvey, Froid Branch Librarian

Janet Livingston, Roosevelt County Library Employee

Because of the coronavirus health outbreak and the social distancing standard of being 6 feet apart, April’s meeting was held via Zoom using a computer or phone set up by Suzanne Reymer.

**MINUTES:**

The minutes of the February 1, 2020 meeting were reviewed. Laurie made a motion to accept the minutes as written. Sue second. Motion carried.

**STATEMENT OF ACCOUNTS:**

The Board perused the SOA for March 2020. There were no big purchases last month.

Page Two April 18, 2020

Andrea registered to attend the Montana Library Association Convention in Missoula scheduled for this month, but was cancelled due to the coronavirus health outbreak. There will be a refund of $273.00 that should be issued next week.

**OLD BUISINESS:**

Saturday March 21, Cole Hanks County IT person started replacing the old cable but has not finished.

The telephone problem is undetermined to date if it has been fixed since there has been no computer usage since the afternoon of March 16.

Security cameras have not been finished being installed yet. Hopefully Cole Hanks and Craig Karge, County Maintenance person will finish this project when the weather improves.

**NEW BUSINESS:**

March 16 the schools closed because of the coronavirus. With concerns about the Library being inundated with school age children, Andrea called the County Health Nurse. She was advised to immediately limit library services to the public. The public use computers were then shut down and discussion with the staff on how we should proceed was held.

The County Commissioners held meetings and sent out notices addressing the county buildings and staff. The State Librarians have been very helpful with answers for addressing issues associated with the virus, conducting weekly

check-ins with libraries. The Library staff and Branch librarians have been helpful and coping well with the interruptions of daily operations.

Currently patrons need to call and make an appointment or knock on the door to enter the library to return and check out items. The Library is automatically renewing over dues as a courtesy to patrons. DVD cards are now behind the circulation desk and patrons ask for the movie/s they would like.

Page Three April 18, 2020

Library usage has reduced dramatically but there has not been a shortage of work that needs to be done.

Leona Colvin, the Culbertson librarian is the sole staff member as Rosemary French has decided to stay home. She has also done online programming for children.

Sheri Harvey, the Froid librarian has her patrons call her for the items they want. She checks them out and leaves them in a bag in the entryway for them to pick up.

Book clubs for the Main and Branches have been temporarily stopped with hopes of picking up again in the fall.

Anita Sheetz, Librarian at the James E. Shanley Tribal Library in Poplar is closed for the rest of the school year. She has been working from her home.

The Friends of the Library had planned a Pie Social for March 14 but there were reports of a storm moving in so it was postponed. Hopes are to be able to have this popular event again in the fall.

The Main’s newest staff member, Patricia Silva Pronto, has been working 5 hours a day and using the Families First Coronavirus Response act which allows an employee to use up to 80 hours of paid sick time. She is not eligible for regular sick time as her 3-month anniversary date is not until May 4. Her husband is employed with Nemont and working from home. They have a very young daughter they do not want to take to daycare right now. Andrea is working with her to keep her employed as she has truly been an asset to the Library.

The janitor position had been advertised shortly before the coronavirus but has since been pulled for now. Andrea talked to the County Commissioners about

Page Four April 18, 2020

adding 1 to 2 hours to the position to allow for more thorough cleaning. The janitor position is currently 5 hours a week.

Andrea sent out a draft for review of the Directors job description and advertisement. A question about the number of years of experience the Board would like a prospective director to have was discussed. It was decided to go with

3 years’ experience. Andrea will contact the County Commissioners to request a phone conference call with Board members regarding hiring of the new Director position. Janet Livingston is still interested in applying for the position. Andrea has been showing Janet what some of her duties are. Andrea suggested that Janet be appointed as Acting Director when Andrea leaves until a new Director has been hired. Sue made a motion to appoint Janet Livingston as Acting Director until the position is filled. Pat second. Motion carried. Andrea is still targeting June 30 as her last day.

The next meeting is tentatively set for Saturday May 16, 2020 via Zoom.

**ADJOURNMENT:**

There being no further business, Beth adjourned the meeting

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson Date of Approval

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Library Director