Minutes of the Starke County Public Library System’s Board Meeting
June 9, 2020

Members Present:
Ruth Bailey

Members Present Via Telephone:
Kim Gingher, Melba Shilling, Gayle Smith, Susan Lucas, Judy Troike

Non – Members Present:
Kathleen Bowman - Director, Liz Pease - Attorney - Kathryn Lynch—Business Office Coordinator

I. Call to order – Kim Gingher called the meeting to order at 4:19 P.M.

II. Public Comment: No Public Comment

III. Amendment/Acceptance of Proposed Agenda

Melba Shilling made the motion to accept the amended agenda adding B.COVID-19 under new business. Gayle Smith seconded; motion passed unanimously.

IV. Approval of Minutes

Melba Shilling made the motion to accept the May 12th, 2020 Regular board meeting minutes as presented. Susan Lucas seconded; motion passed unanimously.

V. Approval of claims for June 2020

Judy Troike made the motion to approve the Allowance of Accounts Payable Voucher in the amount of $209299.77 for June 2020. Susan Lucas seconded; motion passed unanimously.

VI. Financial Reports were given by Director Bowman.
A. Depository and Cash Reconciliation

Director Bowman discussed the depository and cash reconciliations for Key Bank and 1st Source bank for the month of May 2020.

B. Fund Report

Director Bowman informed the board how the fund report balance should always match the depository and cash reconcilement balances.

C. Appropriation Report

Director Bowman informed the board we are on track with spending.

D. Revenue Report

Director Bowman informed the board there was nothing out of the normal in the revenue report for the month of May 2020.

VII. New Business
A. Koontz Lake shelving quotes

Judy Troike made the motion to accept the Demco quote for the new shelving for Koontz Lake. Gayle Smith seconded; motion passed unanimously.

B. COVID-19 Policy

Gayle Smith made the motion to accept the COVID-19 Policy as written. Melba Shilling seconded; motion passed unanimously.

VIII. Old Business
A. COVID – 19 Update

Director Bowman informed the board that we started Curbside May 18th and it has been going very well. The most popular item is the take home craft kits for the kids. She would like to start Phase 3 June 15th.

Gayle Smith made the motion to start Phase 3 June 15th, with no more than 25 patrons at the main branch and 5 patrons at the other branches; SCPLS will highly recommend patrons wear a mask and spend no more than 30 minutes at a
time; children under the age of 16 must be accompanied by an adult. **Melba Shilling** seconded; motion passed unanimously.

**IX. Any additional business to come before the board**

Director Bowman asked the board if an employee has to be tested for COVID or a close family member would this still fall under emergency pay while the test results are in process? Yes, falls under the COVID-19 Policy and Employee Pay During COVID Document.

**X. Adjournment**

**Ruth Bailey** made the motion to adjourn the **June 9, 2020** regular board meeting. **Judy Troike** seconded; motion passed unanimously.

Time 5:08 P.M.