Delta County Public Library District
Delta County Board of Trustees
Wednesday, March 18, 2020 1pm
Hotchkiss Library
Meeting Minutes

Library Board. Laura Earley, Ann Eddins, Ruth Pettigrew, Lynda Campbell, Jess Deegan
Virtual presence: Gayle Davidson, Callie Hale
DCPLD. Lea Hart, LaDonna Gunn, Kelsy Dysart

1. **Call to Order:** President Earley called the meeting to order at 1:00pm.

2. **Introduce Guests.** None.

3. **Public Comments.** None.

4. **Agenda Changes.** Add COVID-19 to agenda as number 5 and shift everything down. M. Deegan. Pettigrew 2nd. MP.

5. **COVID-19.** Libraries closed through March 30 with daily monitoring of the situation. Gunn put together an Emergency Preparedness plan prior to closure. Regular staff will not be expected to work but managers and administration will work from home. Plan outlines effects on Libraries, library staff, public, and public notifications. Deegan commends the library for acting appropriately but recommends that the Board not have meetings until the pandemic subsides. Board discussed moving the next board meeting to a virtual format. Pettigrew moves to meet virtually due to the special circumstances. Eddins 2nd. Deegan abstains. MP.

6. **Approve Minutes from Board Meeting February 19, 2020.** M. Deegan. Campbell 2nd. MP.

7. **Accept Library Report to Board.** M. Pettigrew. Deegan 2nd. MP.

8. **Accept Financial Reports:**
   a. **Accept February 2020 Financial Statements.** M. Deegan. Eddins 2nd. MP.

9. **Old/Continuing Business**
   a. **District Director’s Comments – Updates.** Hart: Officially submits her letter of retirement to the Board. Plans to retire 8/1 or when a new person has been found. Staff will be notified soon. Earley and Deegan have been meeting with CLIC to discuss the hiring process. Facilities: DE Elevator repaired but awaiting inspection. Door counters have been replaced in CE, DE, HO, PA. Pump fixed and expecting check from the City of Delta. Other: State report has been submitted.
   b. **TNC, DCED & Grants Updates – LaDonna.** TNC: no updates. 1DC: in transition until end of April.
   c. **Update District Restructure and Interim plan.** Hart, Gunn, and Ihnot continue to meet with CLIC.
d. **Open At-Large Board position.** May have an applicant or two.

e. **Ad hoc Board committee – Revision of Employee Manual.** Committee has met to discuss Employer Council’s suggestions and clarify some definitions.

f. **District Storage shed Update.** Emptied by end of February and is off the books.

g. **By-Laws – Revisions – Jess.** Suggestions to be put in a document by next meeting.

10. **New Business**

   a. **Report on T&E Laura & Lea.** Members are working to gather donations from local organizations. General mail fundraiser campaign in the works.

   b. **Delta Building and Elections.** Earley brought the Board up to date with everything that has been discussed and plans for the DE building. The Delta City Council is trying to remove their responsibility to provide library services in Delta by ballot 2E Section 45.

11. **Board Member Comments.** Serving Spaghetti dinner is up in the air. Gunn will update Board if things change. Kiwanis has made a donation to library.

12. **Adjourn.** The next Board Meeting is Wednesday, April 15 via virtual conference at 1:00pm. Motion to adjourn, Campbell. Pettigrew 2nd. MP. Earley adjourned the meeting at 2:00pm.