

Board of Trustees

Webb City Public Library

Date: Tuesday, November 17, 2020
Time: 7:00 PM
Location: Third Floor Meeting Room or Zoom

Minutes

Call to Order: Jim Latimer called the meeting to order at 7:00 PM

Present: Jim Latimer, Sue Oliveira ([zoom.us](#)), Sharon Barton, Lisa Martin, George Thullesen, Lucinda Copeland ([zoom.us](#)), Cathy Hall ([zoom.us](#)), Edy Newby, Jennifer Hoffman ([zoom.us](#))

Absent: None

Consent Agenda: Lisa Martin made the motion to accept the consent agenda; Sharon Barton seconded; unanimous

Committee Reports: Building and Grounds: Jake let the Board know that the igniters on the boiler went out, they were replaced.

Old Business: None

New Business: Employee Policies: Jennifer Hoffman made the motion to accept the employee policies as presented to take effect on January 1, 2021 ; George Thullesen seconded; unanimous

Vacation Payout: Jake made the suggestion that since we are switching to a PTO policy in January that does not pay out at the end of employment, that we pay out accumulated vacation on December 31st. Lisa Martin made the motion, Edy Newby seconded, unanimous

Opening hours: Jake made the suggesting with the rising COVID-19 cases in the area that we close Wednesday, November 25th through Saturday, November 28th and reopen on Monday the 30th with altered hours so that staff may alternate working days to try and avoid a full shutdown.

Genealogy Lease: Jake presented the Board with the Genealogical Society's financial statement and suggested we keep the lease terms the

same as last year. Lisa Martin made the motion; Cathy Hall seconded; unanimous

Director's Report: Jake presented the report that he submitted to the Missouri State Library on FY 2020.

Jake informed the board that we are currently experiencing a toner shortage. He has ordered from multiple suppliers and all are weeks out from delivery. He has backup printers so the public may still print as long as supplies hold out. He has put out signs letting the public know to print and copy sparingly.

Jake informed the Board that he will be having back surgery to which he will find out the date tomorrow morning. He is unsure how long he will be out.

The next board meeting will be Tuesday, January, 19th at 7:00 PM via Zoom.

Adjourn: Jim Latimer adjourned the meeting at 8:12 PM

Jim Latimer, President

Jake Johnson, Recording Secretary