



# LEWIS & CLARK LIBRARY

**Lewis & Clark Library  
Board of Trustees Meeting  
Lewis & Clark Library  
April 21, 2020**

## MINUTES

**BOARD MEMBERS:** Niki Whearty, Ron Waterman, Helen Fandrich, LeRoy Schramm.

**STAFF MEMBERS:** John Finn, Director; Patricia Sternberg, Administrative Manager; Kate Radford, Lincoln Branch Manager; Matt Beckstrom, Systems Manager; Eleanor Pierce, Lincoln Branch Assistant; Beth Pofahl, Public Services; James Parrott, Collection Librarian; Bretagne Byrd, Bookmobile and Outreach Librarian; Lisa Skelton, Public Services Manager.

**OTHERS PRESENT:** None.

Waterman called the meeting to order at 5:05 p.m.

Waterman read the Board Mission Statement.

**1) PUBLIC COMMENT** None.

**2) STAFF REPORT – Bretagne Byrd, Bookmobile and Outreach Librarian** Byrd reported that staff have been working on several different outreach projects. One way that the Library is staying connected with patrons from the Bookmobile stops is the Mail to Seniors program. People from the community are making cards and sending them to an established contact at the nursing homes for distribution. Earth Day activities and a reading challenge on Beanstack have started up and there is a new staff blog accessible from the webpage. Byrd shared how incredible it is to be

able to come together virtually and accomplish these things. The Board thanked Bretagne for her presentation.

### **3) CONSENT ITEMS**

Fandrich/Schramm moved that the Lewis & Clark Library Board of Trustees approve the Consent Items as presented.

- A. Minutes** – March 2020. No discussion.
- B. Service Report** – March 2020. The library was closed for half of March resulting in an extreme dip in some of the statistics. The COVID-19 situation is an anomaly. On the up side, almost 150 new cards have been issued and online use is definitely up. There was discussion of how online cards are being issued at this time. There was discussion of language on the website that may direct people to the other online services the Library offers. Parrott noted that additional funds have been added to Hoopla and Axis 360 – about 175 titles of what people are waiting for in Library2Go and in print.
- C. Financial Report** – March 2020. Finn thanked the Administration team for hanging in there and keeping the business end of things going during the COVID closure.
- D. General Ledger** – March 2020. Schramm noted a possible error in the Lodging and the Transportation and Travel ledgers. Sternberg will note and make the correction when staff access to the Library resumes. Finn noted that a report on construction expenditures is included on page 32. Schramm asked whether we were losing money in the Depreciation Reserve fund. Sternberg explained that the funds currently in our account are secure. The situation becomes different if tax funds are not collected as budgeted. Finn will inquire how the Library funds are protected.
- E. Personnel Report** – March 2020. Finn discussed personnel changes in March.

**MOTION passed unanimously.**

### **4) NEW BUSINESS**

**A. COVID 19 Closure – Discussion** Finn noted that once the directive is lifted, the Leadership team has ideas about how to slowly restore services. Currently staff that can work from home are doing so and staff are staying out of the Library buildings. Finn has instituted online full staff meetings every other Friday and is keeping in contact by email. The focus is on staying safe, healthy and connected. Staff really appreciates the support of the Board at this time.

**B. COVID 19 Reopening the Library - Discussion** Research is being done on what other libraries are doing – as well as recommendations from legal and human resource experts - to begin safely providing services when possible. Finn outlined the draft of a 6-stage plan that the New Mexico Public Library has put together for re-opening and noted that it is a framework Lewis & Clark could possibly adapt to our re-opening. Waterman thinks it would be helpful to be transparent to the public about the details of a staged re-entry plan. Fandrich suggests getting back on the radio to let people know.

## 5) UNFINISHED BUSINESS

**A. FY2021 Preliminary Budget** There are no changes to the preliminary budget at this time. Finn has talked to Nancy Everson, County Finance Officer. He asked about any changes she might see to the Library revenue stream for this year and/or next year. Though she is not changing her original projections, property tax is her biggest concern. There is a possibility that November tax collections could be impacted.

**B. Branch Highlights** Finn noted lots of great work being done at the Branches. The highlights are super, with a flyer from Lincoln and the Augusta calendar of events. Finn introduced Kate Radford, Lincoln Branch Librarian. She echoed that her community is anxious to have their library up and running again.

**C. Construction Updates** Pictures of some of the finished work is included in this packet. With staff out of the Library, the construction has really started moving fast. Finn believes the project will finish sooner than originally planned. The steel building reinforcements will all be going in at once. Architects, construction team and library leadership are still meeting weekly. Finn is hoping to get the Capital Branch stocked and functional soon. The amount of materials being moved there will be scaled back. It will be the place people can return their materials to be checked in.

**6) DIRECTOR'S COMMENTS**

Finn thanked the Board again for their support. Circumstances will dictate whether the Board will meet in person or online again next month.

**7) COMMITTEE REPORTS** None.

**8) COMMENTS FROM TRUSTEES** Waterman thanked staff for rallying to meet the community needs that can be met right now.

Meadows joined the meeting at this time. She asked whether a sign is planned for the Capital Branch. Finn assured her there will be one.

Whearty asked about the status of The Big Read project. The grant application has been submitted, NEA has not changed their plans on The Big Read at this time.

**9) WRAP UP**

- The May Board meeting will be Tuesday, May 19, 2020 at 5:00 p.m. An invitation to the meeting will be posted on the Lewis & Clark Library website: [www.lclibrary.org](http://www.lclibrary.org)

**10) ADJOURN** – The meeting adjourned at 6:10 p.m.

*Ron Waterman, Vice-Chair*

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