

**MINUTES OF THE COATESVILLE CLAY TOWNSHIP PUBLIC  
LIBRARY BOARD OF TRUSTEES**

**Tuesday, July 14, 2020**

**5:30 PM**

**COATESVILLE CLAY TOWNSHIP PUBLIC LIBRARY**

4928 Milton Street

Coatesville, Indiana 46121

**DETERMINATION OF A QUORUM-** Board members present; Larry McCubbin (awaiting re-appointment), Shelly Starbuck, Jackie Cramer, Kathy Blake, Marcy Shepard, Korleen Bledsoe, Library Director

**APPROVAL OF MINUTES-** minutes from June 9, 2020, Board meetings were read and approved.

**APPROVAL OF CLAIMS VOUCHERS-** Claims vouchers from Virtual Board Meetings on April 14, 2020, May 12, 2020, and June 9, 2020 were read and approved.

**OLD BUSINESS**

- Town Initiatives: Coatesville Car Show will be virtual this year. Information is available at [www.coatesvilleindiana.org/virtualcarshow2020](http://www.coatesvilleindiana.org/virtualcarshow2020). The Coatesville Historical Society is sponsoring a "Capture Coatesville" photo contest. Information is available on the [coatesvilleindiana.org](http://coatesvilleindiana.org) page.
- Summer Reading Program – the virtual summer reading program is poorly attended due to the pandemic. Only a handful of children have participated so reading prizes will be determined by the SRP coordinator and the Library Director.
- Digital Circulations – Overdrive circulations increased throughout the month of June with 186 titles borrowed. That's a 7% increase from May and up 96% from January.
- Curbside pickup – use has slowly increased, patrons have expressed an interest to come inside and browse.

**NEW BUSINESS**

- Mid-year report review – most items are underspent due to pandemic. Book spend will increase again as we re-open.
- 2021 Budget Data - based on 2020 and 2019 spend, consideration should be given to increasing the 2021 allocation for repairs and maintenance and furniture and equipment as we continue to adjust to securing the safety of patrons and staff. Other considerations are still in progress.
- Declaration of Fiscal Body Form – Korleen received a form that appears mandatory to complete, but details are unclear. She will check with other libraries for insight.
- Notary certificate – Korleen has received her Notary certification and will offer this as a service to the public during Library operating hours that she is present. We will monitor volume to determine if there needs to be a small fee for services.
- Credit – received 2003 capital credit from Endeavor Communications in the amount of \$48.66
- Consideration for re-opening the library for normal operations – much discussion and consideration was given to this decision. The Board ultimately approved the re-opening with a motion from Marcy and seconded by Jackie. Shelly, Jackie, and Marcy voted Yes and Kat voted No. Korleen will ensure staff follow library guidance and encourage all patrons to wear a mask and use available hand sanitizer. Masks are not mandatory for patrons unless otherwise dictated by national, state, or local government. All precautions will be taken to maintain the safety of staff and patrons. Story Time will be considered for possible start-up after Labor Day.
- Meeting dismissed at 6:30 p.m.