

Coatesville-Clay Township Public Library Board of Trustees
Meeting Minutes
Tuesday, October 13, 2020
5:30 pm
Coatesville-Clay Township Public Library
4928 Milton Street
Coatesville, IN 46121

The Coatesville Clay Township Public Library Board Members met for a regularly scheduled meeting on October 13, 2020, at 5:30 p.m. in the Library community room. Board members present were Shelly Starbuck, Marcy Shepherd, Kathy Blake, Jackie Cramer, and Library Director Korleen Bledsoe.

Determination of Quorum

- Meeting called to order by President Starbuck at 5:42 p.m.

Approval of Minutes

- The September 2020 minutes were reviewed and approved.

Old Business

- Town Initiatives: 2020 Scarecrow Contest in front of the library – Online registration open from Oct. 3rd through Oct. 16 (<https://coatesvilleindiana.org/contests.html>); All displays must be in place by Oct. 18th; Judging from Oct. 19th-30th; Winners announced on Facebook on October 31st; All displays must be removed by Nov. 3rd; Town Trick or Treating will be Saturday, Oct. 31st from 6:00pm-8:00pm. We will not be extending lobby hours this year since we close at 5:00pm. We will have treats available to pass out throughout the week and all day Saturday during our regular operating hours.
- 2021 Budget was presented; Marcy Shepard made a motion to adopt the 2021 budget, Jackie Cramer seconded the motion, the motion passed. Korleen will scan and uploaded the signed Form 4 to DLGF (Department of Local Government Finance)
- Adult Mystery Book Club will meet in-person inside the library, beginning October 29th, since the meeting room is being utilized for quarantined items and furniture storage.

New Business

- Claim #8431 was paid to Baker & Taylor in the amount of \$860.92 on 09-15-2020 due to timing issues
- LIRF annual transfer of \$100 from Operating to LIRF savings in claims
- 2021 Salary Resolution was presented; Marcy Shepard made a motion to approve, Jackie Cramer seconded the motion, the motion passed.
- An application was submitted and accepted for the federal CARES (Coronavirus Aid, Relief, and Economic Security) Act Mini-Grant Program. This program will reimburse the library up to \$1,400 for COVID-19 related purchases from May 6, 2020 through April 1, 2021. See attachment for reimbursement categories.
- The library is in compliance with Public Library Standards (590 IAC 6) for 2019
- Marcy Shepard asked if the library could offer a Mill Creek East Elementary teacher a free library card since she lives in Franklin Township and is unserved. Korleen explained that we can issue a free Student/Teacher card to residents who teach or attend a K-12 public or private school located in the library district. This card is valid only at this library.
- **Meeting was adjourned at approximately 6:03 p.m.**

(The Indiana State Library's CARES Act Mini-Grant Program reimburses participating libraries up to \$1,400 for expenses in the following categories:

- **Personal Protective Equipment (PPE) and Facilities Supplies and Services, including**
 - Masks, facial shields, gloves, sanitizer, and wipes
 - Plexiglass shields
 - Washable keyboards/mice, webcams
 - Curbside service stanchions/signage
 - And all other items related to preventing and protecting staff and patrons against COVID-19
- **Hotspots and Digital Inclusion Supplies and Services, including**
 - Mobile devices
 - Signal boosters/antennae
 - Wireless routers and corresponding subscriptions with a specific subscription end date, not to exceed the grant period
 - Remote learning/videoconferencing platforms with a specific subscription end date, not to exceed the grant period
- **E-content, including**
 - E-books, digital movies and music
 - Databases

Only items purchased within the grant term (May 6, 2020 – April 1, 2021) will be eligible for reimbursement. This includes data plans and service contracts.)