

PHILLIPS FREE LIBRARY MEETING MINUTES  
09.28.20

Meeting was called to order at 7:02pm.

**Attending (Held via Zoom):** Priscilla B-T, Meghan Gilbert, Bryn Carr, Sarah Willsey, Mark Barrett, Jennifer Block, Shari Powers

**Approval of Minutes:** M. Barrett moved to approve, S. Powers seconds. Motion passes.

**Treasurer Report:**

- S. Willsey moved to approve, M. Gilbert seconds. Motion passes.

**Old Business:**

- The library opens at noon every day, operating 6 days per week. About 20 patrons have been visiting per day. No real issues with mask wearing & rule following.

**Director's Report:**

- Statistics were read.
- The number of e-books checked out have approximately doubled since before quarantine.
- Mostly active programs, some self-directed, 1 recorded program.
- Fran Bonarti retired and Martsje Van der Schaff filled the spot.

**New Business:**

- The Paid Sick Leave Policy was discussed.
  - Sick leave is accrued at the rate of 1 hour for every 30 hours worked.
  - Accrual per year to be capped at 40 hours for part-time employees; no cap for full-time employees.
  - Unused sick leave will roll over into the following year however 40 hours is the maximum that may be used in a year by part-time employees; no cap for full-time employees.
  - Sick leave must be taken in increments no less than 3 hours.
- Elevator upgrade
  - \$1000 for the equipment plus \$40 per month for monitoring.
  - Priscilla will ask the following questions:
    - Is this covered under our service contract?
    - Is it guaranteed that the cell service will work in the elevator?
  - A vote will take place next month.
  - We may not renew the service contract when it ends.
- Letter of interest to board – Meghan Aagaard
  - We have 8 members and can have 7-11; would like to fill a spot soon.
  - We will advertise an open position to attempt to get more applicants, discuss candidates in October, and set up meetings/have them attend November's meeting.
- Minimum Standard changes going into effect in January – will be a Zoom training in Oct.
- FLLS Annual meeting will be virtual on Oct. 16<sup>th</sup> – would like someone to attend.
- Talk at state level that governor may start requiring funding of libraries to be on the ballot every five years, even if not going for an increase.

**Next Meeting:** Monday, October 19, 2020 at 7pm at the library.

Motion to adjourn was made at 8:29pm by M. Gilbert, seconded by B. Carr.