

## MINUTES FOR ARTHUR PUBLIC LIBRARY DISTRICT

Because of bad weather the February 2021 board meeting was canceled.

March 15, 2021

Present: President Pate, Allen, Fritz, Yeakel, Yoder; Director Pruitt; Absent: Singer

Meeting was called to order by President Pate at 6:30 p.m.

Minutes were approved on a motion by Allen, second by Yoder.

Treasurer's report for February and March will be emailed to board members. Note, we did receive a \$22,000 donation from Mary Ann Hillyard's estate.

### Director's report - Kelsey Pruitt

1) Cards for kids. See the attached sheet for full details of this program. Basically the Arthur Public Library will issue free library cards to non-resident students in K-12 who qualify for the free lunch program. This policy was adopted on a motion by Yeakel with a second by Fritz.

2) Annual certification review is complete for the 2021 year. Lower numbers are a result of closure due to covid.

3) Incident reports: a) Arthur Police were contacted due to an adult seeking underage contact on the library's computers. Library's computer monitoring system flags certain words and alerts staff when this happens. b) A fall by a patron which also resulted in a fall by a staff member was reported to Westfield Insurance. No claims have been filed but the window will remain open until April 12 for any claims.

4) Patron Accident Procedure was revised to add that "EMS will be called to assist in any accident where a patron or staff member falls and hits their head and requires assistance to get back on their feet." Current policy is available on attached sheet.

5) Covid 19 response. a) Helping people sign up and register for vaccine. Library is not charging for copies or printouts related to vaccinations. b) Propose reinstating overdue fines on May 1. Patrons will be notified of overdue materials. c) item quarantine time has been reduced to 48 hours; holding returns for 72 hours. d) no proposed changes to current Covid procedures with hopes to return to normal hours in May.

6) Circulation desk bid review. Bid was posted in several places but only one bid was received from Christy-Folz out of Decatur. Will wait until April meeting to see if there are any other bids and will take a vote then.

The bills were approved on a motion by Yoder, second by Allen.

### Old business

Hired EES to clean three nights a week for \$500 a month. They are doing a great job and are willing to do larger scale cleaning jobs as needed (amount to be determined).

Meeting was adjourned at 7:05 p.m. on a motion by Fritz, second by Yoder.

Respectfully submitted,

  
Martha K. Yeakel, Secretary