

# MINUTES FOR ARTHUR PUBLIC LIBRARY DISTRICT

January 18, 2021

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

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

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

Treasurer's report approved on a motion by Allen, second by Yeakel.

## Director's report - Kelsey Pruitt

1) Continued covid protocols: a) reopen building with some modifications - 30 minutes for book browsing, 45 for computer usage; b) masks and social distancing required; c) lobby doors will remain locked to screen incoming patrons and keep number in building to less than 25; d) hours will be Monday-Thursday 9-6, Friday and Saturday 9-5; e) still provide curbside pickup to those who prefer that.

2) Our cleaner/janitor has quit. Looking at a cleaning service out of Decatur. Someone who might also do carpet and window cleaning. Suggested a 90 day trial on this service. Kelsey will get prices.

3) Serving our public. List of per capita grant requirements which includes a long-range/strategic plan, a written succession plan, job descriptions and salary schedule for all library positions (salary schedule to be reviewed after minimum wage stabilizes), review of long term space needs. Stating that we have discussed these points and have a plan should satisfy the requirement for the per capita grant. (see attached sheet for more details)

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

## New business

Carpet tiles will need to be replaced when the new circulation desk is put in place. We do have some replacement tiles available. Electrical should not be a problem.

Meeting was adjourned at 6:50 p.m. on a motion by Singer, second by Yoder.

Respectfully submitted,

Martha K. Yeakel, Secretary