

Board Meeting Minutes

July 2, 2020

Zoom Conference Call

Call to Order: The meeting was called to order by Allison Whitecotton at 5:55 pm

Present: Amy Wallace, Alvin Mason, Heather Patton, Allison Whitecotton, Jimmy Ritchie, and Misty Hawkins.

Approval of Minutes: Read by Amy Wallace. Heather Patton made a motion to approve the minutes, Allison Whitecotton seconded, and the motion passed.

Treasurer's Report: Alvin presented the figures, Heather Patton made a motion to accept them as read, Allison Whitecotton seconded the motion, the motion passed.

Library Report: COVID-19 closed the library again (due to potential exposure to staff), the board and County Judge agreed it best to quarantine staff for 2 weeks and have all staff members test negative before returning to work. Amy Wallace provided updates on Summer Reading program (over 200 kids and adults registered for summer reading through our online registration). The library created a Main Street StoryWalk, Johnson County Character Scavenger Hunt, and other crafts and incentives to give out prizes to participants. Jimmy also wrote off for a grant to obtain Nature Backpacks for the library so that kids can check them out and explore outdoors.

Regional Report: Misty Hawkins was present to provide an introduction as the new Regional Director, as well as a general update on the region. She explained the region is focusing in on the foundation of what libraries are for, including serving the community where it most needs it, providing e-content in social distancing times like these, and looking into expanding WiFi usage for patrons in need. She reported that four of the regional branches opened on June 29th (as soft openings, limited times, and other measures in place).

Old Business: The board revisited the ideas for what reopening the library will look like. The following were stated as measures to use for a reopening:

Will reopen after 2 consecutive weeks of steady decline in case numbers.

Masks required (and provided at the door if patrons don't have one already).

Limit of 15 patrons in the library at a time.

Call ahead reservations will be required so as to regulate 15 person count and allow for more specific reservations (allow us to know if they want to come in for the computers and hopefully prevent standing/waiting for computer access).

Computer availability/allotted time will be limited (every other computer turned off to increase social distancing and time frame for use will be limited to 30 minutes).

Toys and general seating will be removed from public access.

Returned items will only be accepted through the drop boxes (either at the front of the library or in the circulation drop boxes).

All items will be quarantined and sanitized before re-distribution.

Bathrooms will be closed to the public.

Circulation desk plexiglass will remain in place and no patrons will be allowed behind it/in staff areas for any reason.


The board also revisited Amy Wallace's vacation/sick leave for her new salaried position, and agreed to utilize the regional and county policies as guidelines to create a package that allows for two weeks of vacation a year and a sick day per month.

Heather Patton then brought up the CCU Downtown Survey and provided an update on its progress. Those participating plan to seek out CREDO to fund the survey.

The board also discussed the Steering Committee set to put together plans for the library's move. Some names mentioned included Craig Frost, Sterling Penix, Reggie Hill, Rosa Torres, Monica Price, and Clayton Caldwell. Alvin agreed to contact Craig, Allison agreed to contact Sterling, Amy agreed to contact Reggie and Clayton, and Heather agreed to contact Monica and Rosa to formally invite them to join our steering committee.

New Business: n/a (Reopening was discussed in previous meetings, and thus falls under Old Business. Reopening strategies listed above were discussed during New Business).

Adjournment: Heather Patton made a motion to adjourn the meeting at 6:52, Allison Whitecotton seconded, all were in favor, and the motion passed.

Signed: _____ 

Date: 10-28-21

Allison Whitecotton, President

