

Spotswood Public Library  
Virtual Board of Trustees Meeting

Thursday, June 18, 2020

**Next Meeting: July 17, 2020**

**PRESENT:** Anne Wallace, Diane Barlow, Carol Farley, Annamaria Faga, Emma Jane Decker, and C. L. Quillen, Library Director. Unexcused: Marylin Israel. Excused: Mary Leaver

Anne Wallace called the meeting to order at 3:25 p.m. Ms. Wallace announced that the Open Public Meeting Act had been complied with and a quorum was present.

**ADDITION TO AGENDA:** None

**COMMUNICATIONS:** None

**COMMITTEE REPORTS:** None

**DIRECTOR'S REPORT AND STATISTICS:** Everyone was surprised by the short notice libraries received regarding reopening libraries. The lawyer reviewed the documents sent to staff. The director has been very busy trying to order supplies, set up for summer reading, and plan for reopening. There are still a lot of meetings. Still posting to Facebook multiple times each day. Items are being returned to the book drop. We had an issue with the bank which was resolved. They made an error depositing one of our checks and didn't credit our account, as a result we started bouncing checks. Everything has been credited back to our account. New mailbox was installed and vandalized, but it has been fixed. Public Works disinfected the building.

**MINUTES:** Diane Barlow made a motion to accept the April 23, 2020 minutes; Anne Wallace seconded. The vote was unanimously in favor. Anne Wallace made a motion to accept the April 23, 2020 Executive minutes; Carol Farley seconded. The vote was unanimously in favor. Diane Barlow made a motion to accept the May 21, 2020 minutes with one correction; Emma Jane Decker seconded. The vote was unanimously in favor.

**FINANCIAL REPORT: Resolution #2020-20** was made by Diane Barlow to pay \$2608.46 for the June bill list. Carol Farley seconded. The vote was unanimously in favor.

**PERSONNEL:** N/A

**OLD BUSINESS:** Library Takeout Service plans were reviewed and updated.

**NEW BUSINESS:** There was a discussion of Administrative Order 2020-15 and what it entails and a reminder about the Sunshine Law and the Open Public Meetings Act. The Library will reopen for Takeout Service on Wednesday, July 1st.

**PUBLIC COMMENTS:** N/A

**EXECUTIVE SESSION:** N/A

**ADDITIONAL COMMENTS:** July meeting date set for Friday, July 17 at 3:15 pm

Anna Faga made a motion to end the regular session at 4:18 p.m.; Diane Barlow seconded. The vote was unanimous.