

**Robert W Rowe Public Library District**  
**Regular Board Meeting via Zoom**  
**Date: December 10<sup>th</sup>, 2020**  
**Minutes**

**Call to order:** By – Sue Larson Time – 7:05 pm

**Trustees present:** Lesley LaRock, MaryBeth O’Hara, Jennifer Shugrue, Ilana Larson, Catherine Wise

**Absent:** none **Guests:** Patti Smith

**Open Forum:** None

**Minutes from previous meeting:** Reviewed

**Financial Report:** Continue to watch the expenses due to the shortfall of the tax distributions

**Committee Reports:**

A. None - all committees on a stand still during COVID19

**Special Orders:**

A. FY 2020 Annual Financial Report (action item by 2/3 vote & signed) – Jen moves to approve, MaryBeth seconds, all in favor, motion passes

**Board Development:**

A. Chapters 4-6 “Serving our Public 4.0” – reviewed availability for children computer area. Confirm every 5 years the review of Capital Expense plan. Obtain Emergency exit floor plan / signs for patrons.

B. Other - none

**Unfinished Business:**

A. Personnel Salary Schedule – reviewed the information Patti researched, do we start working on one for our library for Patti to use (if we do not need to publish them)?

B. ADA / EEOC on job descriptions (action item) – Change “The Company” to Robert W Rowe Library” – MaryBeth moves to adopt, Jen seconds, all in favor, motion passes

C. Trustee Orientation Checklist - reviewed

**Old Business:**

A. Trustee suggestions – A few packets have been given out

**New Business:**

A. Checklist from Chapters 4, 5, & 6 Serving Our Public 4.0 – did this under Board Development

B. Cards for Kids (free cards students free / reduced lunch) unserved area – this is current, reach out to the schools to let the students be aware of this opportunity

C. Disabled Veterans Free unserved area – this is also current and we could reach out to the legion to let them know of the opportunity. The Veterans would go through the County Clerk to get the information needed.

**Library Director’s Report:** See report

Additional – CDC new guidelines / toilets fixed / putting donated books together

**Adjournment:** Motion to adjourn at 8:02 pm by Jen, seconded by Catherine, motion carried.

Respectfully submitted,

X

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Lesley LaRock  
Secretary