

Tuesday, April 7, 2020

Trustees in Attendance: Ken Barthelette, Loretta Hermann, Christa Mitchell, and Maurine Myers.

Trustee(s) Absent: None.

Also present: Charli Barnes; DeeDee Brashers; Jordan Gloyd; Geri Godber; Sarah Hayter; Brandon Jason; Jon Mendelke; Joe Morgan; Tory Pegram; Dana Roberts; Scott Villarreal; and Don Watson.

The Christian County Library Board of Trustees met in a regular monthly session via Zoom on Tuesday, April 7, 2020, at 2:00 p.m. The first portion of the meeting was open to the public through a publicly posted web link.

Any reports, exhibits, or supporting materials presented during the open portions of this meeting and referred to in these minutes may be obtained [upon request](#).

Start Time: 2:03 p.m.

Minutes of the Monday, February 24, 2020 Meeting

Loretta Hermann moved that the minutes of the February 24, 2020 meeting be approved. Christa Mitchell seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Minutes of the Tuesday, March 10, 2020 Meeting

Loretta Hermann moved that the minutes of the March 10, 2020 meeting be approved. Christa Mitchell seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Minutes of the Thursday, March 26, 2020 Meeting

Loretta Hermann moved that the minutes of the March 26, 2020 meeting be approved. Maurine Myers seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Public Comments:

There were no public comments made at this meeting.

Bills

Loretta Hermann moved that the adjusted bills from February 2020 be approved. Christa Mitchell seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Loretta Hermann moved that the estimated bills for March 2020 be approved. Christa Mitchell seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Report of the Executive Director

Maurine Myers moved that the Director's Report be approved. Loretta Hermann seconded. All

Trustees present were in favor. The motion passed. Roll Call: Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Development Minute

Director of Development and Strategic Partnerships Tory Pegram presented the Development Report for March.

Old Business

COVID-19 Response Updates

As previously determined, the Library will remain closed until further notice. Executive Director Godber continues to work closely with the State Library, other professional Library associations and colleagues, and public health experts to make recommendations for future action as the situation unfolds. A building reentry and Branch reopening plan has been made to begin whenever the CDC lifts the ban on gatherings of groups of 10 or more people.

Since the Governor's order that went into effect on April 6th, 2020, all staff have been required to work from home rather than from the Library buildings. Executive Director Godber is the only employee still checking the mail and checking in on the physical Branches. Administrative staff continue to work flexible, but full-time schedules. Part-time and full-time non-Administrative staff are expected to check in regularly by email with their Supervisors for a variety of work tasks and training assignments. All staff continue to express sincere gratitude for their jobs and for the unwavering support of the Board of Trustees during this unprecedented crisis.

Branch Expansion Plans with Sapp Design Architects

Construction has begun. Executive Director Godber is in almost daily contact with SAPP Design to address emerging issues and address the many details and challenges that arise. Furniture has been selected by an Administrative staff committee assembled by the Executive Director.

Annual Adoption of Updated "CCL Conflict of Interest Policy Resolution"

Maurine Myers moved to adopt the "Christian County Library Conflict of Interest Policy Resolution" as presented. Christa Mitchell seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Approval of "Christian County Library Employee Conflict of Interest Statement"

Loretta Hermann moved to approve the "Christian County Library Employee Conflict of Interest Statement" as presented. Christa Mitchell seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

New Business

Determine Name of the Library Branches in Sparta and Clever

Loretta Hermann moved to accept the proposed uniform naming system for CCL branches as presented. Christian County Library Branches shall be referred to going forward as the following: Ozark Community Branch, Nixa Community Branch, Clever Community Branch, and Sparta Community Branch to ensure that the location of each is clear, but that the public also understands that each branch is created to serve the entire surrounding community, not just the city where it is housed. Christa Mitchell seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Approval of Agreement to be Sent to the City of Sparta regarding Wilsons Ct

Loretta Hermann moved to approve and send the draft letter as presented with the addition of a

statement making clear that the Library is of the understanding that it is the City of Sparta's responsibility to connect the new Library Branch to the City's water and sewer systems. Maurine Myers seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Policy Updates:

Conflict of Interest Policy

Maurine Myers moved to adopt the revised *Conflict of Interest Policy* as presented. Christa Mitchell seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Equal Employment Opportunity (EEO) & Non-Harassment Policy

Christa Mitchell moved to adopt the *Equal Employment Opportunity (EEO) & Non-Harassment Policy* as presented. Loretta Hermann seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Policy Against Workplace Violence

Loretta Hermann moved to adopt the *Policy Against Workplace Violence* as presented. Christa Mitchell seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Other New Business

None presented.

Transition to Closed Session

At 3:50 p.m. Christa Mitchell moved to close the open session. Loretta Hermann seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Christa Mitchell then moved to open the closed session. Loretta Hermann seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Closed Meeting Agenda

Pending or Threatened Litigation

The Board of Trustees and Executive Director Godber discussed this issue. Youth Services Director Dana Roberts and Director of Development and Strategic Partnerships Tory Pegram were present in their roles as "On Call" Interim Director and "Understudy" to the Interim Director respectively.

Transition Back to Open Session

At 4:13 p.m. Maurine Myers moved to close the closed session. Loretta Hermann seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Loretta Hermann then moved to reopen the public session. Christa Mitchell seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Adjournment

Loretta Hermann moved to adjourn. Maurine Myers seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

The meeting adjourned at 4:16 p.m.