Charleston Library Board Agenda  
Monday, July 6, 2020 – 4:30 pm

1. Call to Order

2. Roll call  
   Banks_X Cunningham_X Droste_X Meadows___ Monahan_X Newell_X Smallhorn___ Wiseman___

3. Public Comment

4. Board President’s Comments

5. Omnibus Agenda
   A. Approval of the May 26, 2020 Board Meeting Minutes
   B. Acceptance of Director’s Report
   C. Acceptance of Program Report
   D. Acceptance of Statistics Report
   E. Acceptance of Financial Reports- provided at the meeting
   F. Approval of the bills payable- provided at the meeting
   Motion to approve: BN____ Seconded: _CC___
   Banks_Y Cunningham_Y Droste_Y Meadows__ Monahan_Y Newell_Y Smallhorn__ Wiseman___

6. Reopening the Library  
   Curbside service started on June 1 and includes pick up of items and curbside printing, copying, faxing and scanning. Summer Read started June 22 and will run through July. At this time, the Library is not ready to open to the public and there is no date set. Safety procedures need to be finalized to ensure staff and patrons remain as safe as possible. The main HVAC unit has not been working and needs extensive repairs—the temperatures reached in the building would have resulted in closing the building to the public. The Library should not open until these issues are fixed.

7. Action Item 2020 – 9: Review and vote to approve policy changes.
   Motion to approve: ___LB___ Seconded: _BN___
   Yeas:__5__ Nays:___
   - Updating the Gift and Donation Policy to not accept donations of books or materials.
   - Changing the computer time limit to be capped at 1 hour per user for all ages.
   - Removing the courtesy phone.
   - Removing public access to the display cases.
   - Updating the Meeting Rooms to:
     - Only allow reservation of the study rooms,
     - Limit all reservations to 1 hour with a mandatory 30 minute window between each reservation
     - Limit each study room to 2 patrons at a time.
     - Allow reservations up to 1 month in advance
     - Remove all mention and rules for the other rooms (Conference, Craft, Rotary)
   - Update the Code of Conduct
     - Rule 1: The requirement to wear a face-covering
     - Rule 2: Maintain social distancing
     - Rule 9: No food or beverage allowed in the Library.

Full Board Packet available upon request at the service desk.
8. Action Item 2020-10: Vote to approve the expenditure of funds to replace the Network Room Air Conditioning Unit
   
   Motion to approve: __BN___  Seconded: __CC___
   
   Banks_Y  Cunningham_Y  Droste_Y  Meadows___  Monahan_Y  Newell_Y  Smallhorn___  Wiseman___

   The Network Room Air Conditioning Unit needs to be replaced. Early in the calendar year, Chris received a quote from DHM that it would cost nearly $10,000 to replace that unit. Chris is investigating if that quote is still good, and if it is, he will agree to it and get the unit replaced.

9. Discussion Item

   A. Next Board Meeting – Monday, August 3, 2020 at 6:30PM.
   B. Agenda Building
   C. Other?

10. Adjournment

   Adjourned at 5:11PM.