1. **Opening of Meeting**

   A. **Call to order**

      Mr. Kevin Botterbush, President, presided and called the meeting to order at 5:00 p.m.

   B. **Determination of a quorum**

      Members present:

      Mr. Kevin Botterbush                  President
      Mr. Peter Tassinari                  Vice President
      Dr. Melissa Batchelor                Secretary
      Mrs. Karen McAtee                    Treasurer
      Dr. Jill Lane                        Trustee
      Ms. Kim Shoemaker                    Trustee
      Mrs. Mary Lou DeGrand Watson        Trustee

      Members Absent:

      None

      Others present:

      Ms. Bernadette Duvernoy             Executive Director – THPLD
      Ms. Sue Hardin                      CFO; Asst. Dir. - HR – THPLD

   C. **Recognition of visitors to the meeting**

      There were no visitors in attendance.

   D. **Approval of agenda and requested changes to consent items**

      1. A motion was made by Mrs. Watson, seconded by Dr. Lane, to approve the agenda. There were no changes to the consent items.
A roll call vote was taken:

Batchelor  Yes
Botterbush  Yes
Lane        Yes
McAtee      Yes
Shoemaker   Yes
Tassinari   Yes
Watson      Yes

Motion carried.

2. **Open forum**

Mr. Botterbush acknowledged that no "Request to be Heard" forms had been submitted.

3. **Approval of Consent items**

A motion was made by Dr. Lane, seconded by Mrs. McAtee, to approve the consent items as follows:

A. Minutes of the regular meeting conducted on April 23, 2020;
B. Bill lists for the periods ending April 3, 2020 and April 17, 2020, payable on the same dates;
C. Financial statements for months ending April 30, 2020.

A roll call vote was taken:

Batchelor  Yes
Botterbush  Yes
Lane        Yes
McAtee      Yes
Shoemaker   Yes
Tassinari   Yes
Watson      Yes

Motion carried.

4. **Committee Reports**

A. **Board Policy Development**
   No meeting; no report

B. **Building & Equipment**
   No meeting; no report
C. Finance & Insurance
   No meeting; no report

D. Personnel
   No meeting; no report

5. **Insurance**
   A. A motion was made by Ms. Shoemaker, seconded by Mrs. Watson, to approve the casualty, property, and liability insurance proposals for FY 2021. The proposal also includes the Workers Compensation policy.

   A roll call vote was taken:
   
   Batchelor               Yes  
   Botterbush              Yes  
   Lane                    Yes  
   McAtee                  Yes  
   Shoemaker               Yes  
   Tassinari               Yes  
   Watson                  Yes  

   Motion carried.

6. **Hours of Operation**
   A. A motion was made by Dr. Batchelor, seconded by Dr. Lane, to approve temporarily adjusting the Library hours of operation.

   A roll call vote was taken:
   
   Batchelor               Yes  
   Botterbush              Yes  
   Lane                    Yes  
   McAtee                  Yes  
   Shoemaker               Yes  
   Tassinari               Yes  
   Watson                  Yes  

   Motion carried.

7. **Director’s Report**

   In addition to her previously submitted written report, Ms. Duvernoy discussed the following topics:
   
   - Salaried staff worked Wednesday & Thursday to prepare for resumption of services on June 1. Part-time staff will return on June 1. Opening for curbside service only;
• Modified hours & curbside service are the norm among other libraries in IHLS;
• Materials may be returned through the book drop only. They will then be quarantined for 72 hours;
• Plexiglass barriers have been installed at circ desks; more barriers are planned upon receipt of additional plexiglass;
• Procedures are being evaluated on a daily basis and remain fluid;
• Summer reading events have been canceled; SRP will be conducted entirely online this year. Packets of materials are available for those without internet access;
• The Hayner building loan is being refinanced and should close within the week;
• Ms. Duvernoy was a guest on WBGZ to discuss reopening plans;
• Weekly Assistant Directors’ meetings continue;
• Hull management has approved reduced hours at Alton Square;
• Genealogy library will remain closed through July; online genealogy services will remain free to patrons through June;
• Hayner website and social media accounts continue to promote online resources and databases; reopening plans will be shared upon approval;
• Management team is hopeful for a July reopening of facilities;
• Budget preparations are underway.

8. **General Discussion**

Mrs. Watson announced that the Board will forego the Executive Director’s yearly evaluation this year, given the extenuating circumstances. It was decided that staff evaluations may also be waived this year.

9. **Adjournment**

There being no further business, the meeting was adjourned at 5:21 p.m.

Approved by THPLD board action on **June 25, 2020**.

Melissa Batchelor, Secretary