

Burlington Public Library Board of Trustees Meeting

July 7,, 2020

Meeting minutes

In attendance via telephone: Sarah Ward, Cindy Lint, Maria Magana, Carol Doyle, Janice Burwash

Approval of minutes from the June meeting: Carol moved, Maria seconded, motion passed.

Communications:

- The library nailed down the process for Express Holds. Since inception on June 15, 153 fulfillments. This equates to app. 22 per day, and this number continues to rise.
- Summer Reading materials are being distributed using the Food Bank and School District meal sites.
- Financials: The information is not getting updated on the spreadsheet as promptly as normal. We are still in a spending freeze. Materials needed for COVID adaptations are expected to be reimbursed through the CARES Act.

Unfinished Business:

- No weeds and discards for this month.
- Approval of bills for May: Cindy moved, Carol seconded. Motion passed.

New Business:

- A transition to using Equinox for our ILS (Integrated Library Service) is now complete. The Burlington I.T. department had been performing this work. Advantages of the transition include less cost, a very secure server, and 24/7 support.
- Phase 3 planning: Plexiglass barriers have been installed in staff work areas, as well as check-out areas. The library will be able to operate at a percentage of normal capacity. Staff area will be able to accommodate 8 people at a time. Main building could be authorized at a high number, due to its size, but staff would likely want it limited to around 70. Meeting rooms will likely stay closed for a time. Disposable masks will be available to offer to patrons who enter without them.
- In-person meetings may be able to resume when Skagit County enters Phase 3. That does not appear imminent.

Submitted by Cindy Lint

Next meeting August 4, 6:00 PM