

**Minutes of the Library Board  
Keller Texas  
Monday July 6, 2020**

**A. CALL THE MEETING TO ORDER--Mona Ford, Chair, Keller Public Library Board at 7:06 P.M.**

**Members Present:** Mona Ford, Chairman, Mary Vermette, Vice-Chairman, Patty Alexander, Secretary, Rick Peters, Karen Hibbs, Michelle Hur, Amy Morgan, Nancy Stone, Alternate, Jennifer White, Alternate

**Absent:** None

**Others Present:** Jana Prock, Head Librarian  
Ann Flournoy, Adult Services Librarian

**B. CONSENT**

1. Rick Peters moved to approve the minutes as written of the Keller Library Board meeting March 2, 2020. Mary Vermette seconded the motion. It was passed.

**C. REPORTS**

**1. Friends of the Library Report:**

**A.**

**a. Expense Report**

**June Income:**

Book Shop Sales	\$ 1276.00
Contributions	84.00
Membership Dues	168.00
Pop Up Bookshop	66.00
Interest Earned	<u>1.00</u>
Total Income	\$ 1595.00

**B. Response to COVID-19 Restrictions**

a. Friends of the Library met on June 18<sup>th</sup> with some present and some on Zoom. FOL is giving \$400 to the library staff for a morale luncheon for the staff and some breakfast foods.

b. The bookstore and Pop-Up Bookshop were closed until June 14 due to Covid-19 pandemic. Staff of the bookstore are following protocol for the Covid-19 pandemic which includes limiting to 6 people at a time in the store and limiting how many can be in any room at a time.

**D. ADMINISTRATIVE COMMENT**

**1. Library Statistics:**

Walk-in and Drive Up Visits:	7,856
Items Checked Out	41,190

Program Participants	2,540
Questions Answered	2,228

**2. Library Employee Update**

- a. Ann Flournoy is the newest employee in the Keller Library. She started working with the library as a volunteer and is now the Adult Services Librarian.
- b. Both volunteers and part-time workers are working at the library again.

**3. Keller Public Library Calendar**

- a. The Library is holding all of its programs online for all ages. For the youngest children, the library will have prepared for pick up a limited number of craft bags.

4. Ann Flournoy has designed online programs for adults, including book clubs, crafts, and ESL classes.

**5. COVID-19 Update**

The library is allowed to have 150 people in it at a time with social distancing and masks enforced. The library has been having a maximum patronage of 17-35 people at any one time. Less than half of the libraries in the area are letting people inside the library.

6. **The Summer Reading Program 2020** is continuing.

7. **The State Library** has accredited the Keller Public Library again. The Library has been accredited every year since 1978.

**E. August and September Library Board** meetings were cancelled. Karen Hibbs moved to cancel the meetings unless Jana Prock had urgent business for the Board to attend to during those months. Michelle Hur seconded the vote and it passed by unanimous vote. Ms. Prock will send the board members monthly updates.

**G. CITIZENS TO BE HEARD:** None

**H. ADJOURN**

Amy Morgan moved to adjourn, and Mary Vermette seconded the motion at 7:38pm.

Respectfully submitted by,  
Patty Alexander

**NOTE: The Library Board did not meet for April 2020 and May 2020 due to state-wide closures to control spread of the Covid-19 pandemic.**