

**Minutes of the Library Board
Keller Texas
Monday June 1, 2020**

A. CALL THE MEETING TO ORDER--Mona Ford, Chair, Keller Public Library Board at 7:05 P.M.

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

Absent: Michelle Hur

Others Present: Jana Prock, Head Librarian
Kelly Holt, Library Services Manager

B. CONSENT

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

C. REPORTS

1. Friends of the Library Report:

A. March 11-June 13: bookstore and Pop-Up Bookshop closed until June 14 due to Covid-19 pandemic. Staff of the bookstore will follow protocol for the Covid-19 pandemic.

a. Expense Report

March Income:

Book Shop & Pop Up Bookshop Sales \$ 878.00

Expenses:

Depreciation on shed \$ -113.00

Net Income: \$ 765.00

Regions Checking Account and
Money Management Balances \$ 45,812.00

April Income:

Revenue from consignment sales,
grant income from payroll deduction \$ 683.00

Expenses:

Depreciation on shed \$ -113.00

Net Income: \$ 570.00

Funding for Keller Public Library
Summer Reading Program \$ 6000.00

Regions Checking Account and Money Management Balances	\$ 39,475.00
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May Income:

Revenue from contributions, grant income from payroll deduction, Amazon Smile	\$ 53.00
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Expenses:

Depreciation on shed and supplies for bookstore	<u>\$ -159.00</u>
End of fiscal year Net Income	\$ 55,221.00

D. ADMINISTRATIVE COMMENT

1. During the business shut-down due to the pandemic, the Keller Public Library was the only library in the area that continued to service its community through drive up visits and servicing all ages with creative online programming. By May, the library averaged 111.2 walk-in and drive up visits with 20,305 items checked out and 2,540 people participating in 29 programs.
2. **Library Employee Update**
 - a. All full-time employees worked hard to make the library usable to our community. Kelly Holt created many programs for community online participation. Part-time employees are returning to work this week.
3. **One Book, One City:** This has been postponed until fall.
4. Metropac will automatically renew in November.
5. The Library will be opening on June 8 with limited occupancy (63 people at a time). Incoming materials will be quarantined for 72 hours. Safety will be the priority with all Covid-19 protocols being strictly adhered to.
6. The Summer Reading Program 2020 will be held from June 1-July 31. The theme is Good Reads and Good Deeds.

G. CITIZENS TO BE HEARD: None

H. ADJOURN

Amy Morgan moved to adjourn, and Karen Hibbs seconded the motion at 7:36pm.

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.