**ABBOTSFORD PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING**

**Meeting:**

**Wednesday, September 9th 2020 at 5:00 p.m. in public learning room.**  [**www.abbotsfordpl.org**](http://www.abbotsfordpl.org)

**AGENDA**

**Call to order**

**Reading of the minutes from previous meeting**

**Public Comment**

**Old Business**

* MCPL Task force update
* 2021 Budget Review set for Sept –(hold on 2nd week of month)
* Future Summer Hours
* Discuss changes to make for September or choose to maintain current hours/procedures.
  + Colby maintaining reduced hours
  + School reopening considerations

**New Business**

* MCPL Task force update
* Sick Leave Payout: Lou
* Half days on Tues/Thur
* Holiday Program
* Discuss changes to make for October or choose to maintain current hours/procedures.

**2021 Budget Review**

**Treasurer’s Report**: 67% spent

**Circulation Report:**

* + Total Circulation: Aug. 2020: 1915 Last month: 2,147 Last year: 2,744
  + Aug 2018: 2,748 Aug. 2017: 2,571 Aug 2016: 2,878 Aug 2015: 2,241 Aug. 2014: 2,439

Circulation Break-down: Renewals not counted

Books: 791, DVDs: 195, Spoken Record: 37, Large Print: 14, Magazines: 47, Other: 13

**Other Usage Report:**

* Wireless Sessions: Aug: 459 July: 490 June: 331 May: 327 April: 253 March: 286 Feb: 193 Jan: 219 Dec: 121 Nov: 184 233 Oct: 269 Sept: 290 Aug: 338
* Overdrive E-material Checkout: Aug: 213 July: 250 June: 243 May: 237 April:286 March: 239 Feb: 185 Jan: 173 Dec:177 Nov: n/a Oct: 242 Sept: 243 Aug: 212
* Website Visits: Aug: 221 July: 222 June: 256 May: 276 April: 443 March: 394 Feb.: 175
* Public Computer Uses in August 2020: 99
* **Monthly Reference:**

Aug Reference: 59

**Patron Count:**

Aug. 2020:382 Aug.2019: 1208 Aug. 2018: 1309 Aug. 2017: 1456 Aug. 2016: 1393

**Policy Review:**

* **WVLS report:** Shoutbomb SMS Text messages have been enabled. Patrons can text SIGNUP to 844-201-0052 and follow the prompts to sign up.
* V-Cat Council approved indexing of children’s subject headings to make them keyword searchable.
* V-Cat Council approved recommended checkout periods for New/High Demand Books, New/High Demand Audiobooks, Series Video Materials, New/High Demand Video Materials, Music CDs, and Magazines.
* Cooperative Circulation will be looking at regular circulation tasks and suggested temporary service changes during periods when libraries are closed, offering curbside service, offering limited services, and quarantining materials.
* V-Cat Council approved continued use of the Give Precedence to Local Holds circulation option until libraries discontinue materials quarantine to maximize the amount of patrons who have access to materials and minimize the amount of time items spend in transit and quarantine.
* V-Cat Council voted to temporarily Enable the Prioritizing Hold Fulfillment at the Pickup Location paging option to allow available copies at the pickup location to fill holds at the pickup location ahead of items being checked in at other locations. This will be re-evaluated when libraries stop quarantining materials.

**Director Report**

* Last Month Program Count:

June: Monthly Program total: 15 programs, 282 attendance

* Future Programs: See newsletter
  + October Movie night. If held: COVID-19 RULES: Pre-registration Required. Limit to 25 people, not counting staff. Children must be accompanied by an adult who stays for the movie. No Food or Drinks. Masks required. Attendees must sit with family groups and maintain social distancing. No floor setting. Attendees will wash hands on entry.
* Make and Takes to continue, added a Teen craft for September.
* Review Kindness Rock Scavenger Hunt.
* School Reopening and effects
* Last donation form M.B.

**Staffing/Operating Issues**

Window update: Set to be fixed sometime in September.

Kim: Will stay on staff as Substitute and Saturday help.

**Next meeting:**

October 21st at 5pm.

**Adjourn**

