

**Gas City-Mill Township Public Library**  
**Minutes of the Board of Directors Meeting**  
**Held on March 17, 2020**

**Call to Order:**

The Gas City-Mill Township Public Library Board was called to order on March 17, 2020 at 6:32 pm by President Carolyn Gaskin in the library meeting room. In attendance were President Carolyn Gaskin, Vice President Teresa Fratus, Treasurer April Dickey, Secretary Theresa Leffler, Member Tim Luckey, Member Mary Stultz, and Business Manager Jennifer Vermilion. Absent were Member Lucas Moon and Director Jessi Brown.

**Minutes:**

The minutes of the February 18, 2020 Board of Directors meeting were approved on a motion by A. Dickey and a second by T. Fratus. The motion was unanimously approved.

**Reading of the Treasurer's Report:**

A. Dickey presented the treasurer's report. See attached.

**Approval of the Bills:**

Claims numbering 35-100 were presented for approval. On a motion by T. Fratus and a second by A. Dickey the claims were unanimously approved.

**Report of the Librarian:**

Business Manager Jennifer Vermilion presented the librarian's report. See attached.

**Committee Reports:**

- a. Benefits Committee. A. Dickey, T. Fratus, and C. Gaskin met about J. Vermilion taking on director responsibilities while J. Brown is on parental leave. Recommendation to extend J. Brown's parental leave for up to three months unpaid. Library will pay J. Brown's health insurance during the three month parental leave.
- b. Covid-19 Response Committee. See Attached. Library to close on March 18, 2020 at 1:30 pm until further notice.

**Communications:**

No communications were heard.

**Unfinished Business:**

- a. Internal Controls Document Finalized. See attached.
- b. Board Bylaws. On a motion by T. Fratus and a second by A. Dickey the Board Bylaws were accepted as corrected.. The motion was unanimously approved.
- c. Building Update
  - i. Security Cameras. Cameras have been installed.
  - ii. Plumbing. Plumbing has be completed.
- d. Other. None.

**New Business:**

- a. COVID-19 Closures/Cancellations. See Attached. A motion to accept as proposed the policy as written with corrected grammatical errors was approved on a motion by M. Stultz and a second by T. Luckey. The motion was unanimously approved.
- b. Benefits. A motion to accept the benefits as proposed above by T. Fratus and a second by A. Dickey. The motion was unanimously approved.

**Public Input:**

No members of the public gave input.

**Adjournment:**

On a motion by T. Leffler, the meeting was adjourned at 7:38 pm.

*Carolyn Gaskin - Pres.*  
*Theresa Leffler, Sec*