

**City of Taylor Library Board
Regular Meeting Minutes
October 28, 2021**

1. Call to order at 7:04 p.m.

2. Roll Call

Theresa Moore, Sandra Thompson, Diana Chavez, Daniel Bzura, Sheila Gorski-Schulte (excused at 8 p.m.). Also present: Vanessa Verdun-Morris, Library Director; Julie Porreca, Assistant Director and Aaron Smith, Community Engagement Librarian.

3. Approval of Agenda

Motion by Chavez, supported by Bzura, to approve the meeting agenda. Motion carried.
Resolution #10-01-21

4. Approval of Minutes

Motion by Thompson, supported by Bzura, to approve the minutes of July 8, 2021. Motion carried.
Resolution #10-02-21

5. Communications

A. Director's Report presented by Vanessa Verdun-Morris

B. National Library Service (NLS) on the Move News Article:
"New Cooperative Agreement Will Ensure Standards Are Clear and Consistent."

NLS is implementing written cooperative agreements with its network libraries. News leaflet was distributed fyi and discussed.

6. Action Items

A. Strategic Plan, FY 2022 – FY 2024

Motion by Gorski-Schulte, supported by Chavez, to approve to the Draft Strategic Plan for FY 2022 – 2024 as presented.
Resolution #10-03-21

B. Review Policies:

1. Media Relations Policy

Motion by Bzura, supported by Chavez, to approve the Media Relations Policy as presented—removal of “Assistant Director of Education and Cultural Opportunities.” Motion carried.
Resolution #10-04-21

2. Pandemic Policy (Infectious Disease Control Policy)

Motion by Bzura, supported by Gorski-Schulte, to approve the Infectious Disease Control Policy as presented:

- Change Infectious Disease Control Pandemic Policy to Infectious Disease Control Policy throughout the document.
- Remove the word “normal” in the sentence: “This Policy assumes the staff will be paid based on their “normal” schedule during the Library’s closure under this paragraph.” Sentence located in Regulations, III. Director’s Role; Authority, Paragraph D, last sentence.
- Delete Exhibit A, Stage 4.
- Update Exhibit A, new Stage 4 and 5 (was 5 and 6) as presented.

Motion carried.

Resolution #10-05-21

C. Offer Community Engagement Librarian Letter of Employment

Motion by Chavez, supported by Bzura, to offer Community Engagement Librarian Letter of Employment. Motion carried.

Resolution #10-06-21

D. Create Official Email address for Board Members

Action item tabled indefinitely.

E. Approve Credit Card Processing

Motion by Chavez, supported by Bzura to approve credit card processing. Motion carried.

Resolution #10-07-21

7. Receive and File

Motion by Bzura, supported by Chavez, to receive and file:

- A. Director’s Report: October**
- B. Financial Report: July- September**
- C. Paid Invoice Reports: July-September**

Motion carried.

Resolution #10-08-21

8. Open Business

Motion by Thompson, supported by Bzura, to amend the **Hours of Service & Temporary Closures Policy**, set upcoming holiday hours and library closures as follows:

- Remove Line 2 under Regulations, “The library closes according to the City of Taylor’s annual holiday schedule, as released by the City Clerk’s office.”
- Set holiday hours from November 2021 to January 2022 as follows:
 - Friday, November 26, 2021 - Open
 - Thursday, December 23, 2021 - Open
 - Thursday, December 30, 2021 - Open
 - Monday, January 17, 2022 – Open
- Close the Taylor Community Library when TLN is closed.

Motion carried.

Resolution #10-09-21

9. Public Comment – None

10. Adjournment

Motion by Chavez, supported by Bzura, to adjourn the meeting at 8:30 p.m. Motion carried.

Resolution #10-10-21

Next meeting Thursday, January 13, 2021.

Submitted by,



Library Board Secretary