

PARCHMENT COMMUNITY LIBRARY
MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES
DATE: April 30, 2020

Note: This meeting was held online via Zoom.us.
All trustees were admitted from the Zoom waiting room at 7:00 pm.
All votes were taken as roll call votes.

This special meeting was called to vote on a quote to install glass shielding at the Circulation Desk. The shielding must be installed prior to reopening after the COVID shutdown and requires two to three weeks to complete. The vote could not wait until the next scheduled meeting of the Board on May 26. Notice of this special meeting was posted on the Library's website at 3:30 pm on Wednesday, April 29.

1. **Call to order:** The meeting was called to order by President Banner at 7:00 pm.
2. **Roll call:** Present: Paul Banner, Penny Beals, Kim Gheen, Robert Heasley, Stephanie Grathwol, Jennifer Roelof, and Gene Wood. Absent: none.
- 3.* **Quote to install glass shielding at the Circulation Desk**
Stannard presented the quote from SignCrafters and a diagram of the proposed installation.
The quote of \$3285 was approved on a motion by Heasley with support from Wood.
Roll call vote: AYE: Beals, Gheen, Grathwol, Heasley, Roelof, Woods, Banner. NAY: none.
4. **Acknowledgment of guests:** There were no guests from 7:00 pm to adjournment at 7:06 pm.
- 5.* **Adjournment:** President Banner adjourned the meeting at 7:06 pm. Stannard terminated the online meeting at that time.