



Motion was made to form Task Force, with A. Jenkins (active in May), B. Hiday and L. Halterman representing the board (and backed-up by other members), by C. Witsman and second by L. Halterman. Motion passed 6-0.

- **Strategic Planning Process:** M. Dragoo outlined the work in 2022 needed to update the Strategic Plan, which includes meeting with focus groups and distributing surveys in accordance with United for Libraries (ALA)'s guidance. A topic will be added to the agenda each month to be addressed.
- **Bylaws:** Approved every three years, last approved in 2017. Motion was made to approve the current bylaws by A. Jenkins and second by C. Witsman. Motion passed 6-0.
- **Patron Procedures:** Updated policy for Request for Consideration of Collection Items and patron submission form. Motion to approve update and form was made by J. Wilson and second by K. Masters. Motion passed 6-0.
- **Review of Vendor Services:** M. Dragoo recommended BestWay for disposal services in place of Republic. Fee is lower and includes recycling services. No change for cleaning and HVAC services.
- **Board Member Selection Process:** Discussion of County Council's rushed demand for open board member appointee made before formal vote by board.
- **Grants:** M. Dragoo will apply for American Rescue Plan Act (ARPA) grant, for wish-list items to include new computers & servers, more wireless action points, security cameras, electronic board and other technology. Board agreed to defer applying for the Hancock County Community Foundation (HCCF) Match Day grant, given how competitive it is.
- **Evaluation of Temporary Hours:** M. Dragoo will create survey to get patron feedback for recommendations on day/hours of operation.
- **Board meeting start times:** Monthly meetings will continue to start at 6:30 PM.

**Director's Report:**

- HOOPLA launched February 1.
- New website go live is February 14.
- Continue to research how items should be archived
- Resuming in-person programming in March as COVID numbers go down
- Work in progress for annual reports.

**Unfinished Business**


- **COVID Policy:** Motion made to update policy by A. Jenkins and seconded by K. Masters. Passed 6-0.

**Public Comment:** none

**Board Comments:** none

**Adjourn:** The meeting adjourned at 9:05 PM.

**Next Board Meeting: Tuesday, March 15, 2022 at 6:30 PM.**

Submitted:  3/15/2022 Approved:  3/15/2022  
Catherine Witsman Julie Wilson