I. Call to Order: Linda Routsong, Vice President, acting pro tem for Ray Scott. Linda Routsong called the meeting to order at 6:00 P.M.

II. Public Forum: No one from the public spoke at the public forum.

III. Consideration of approval of the board minutes from January 14, 2020: Sam Zollman made a motion to approve the board minutes from January 14, 2020. Don Ramsey seconded the motion and the motion passed.

IV. Consideration of approval of the board minutes from February 11, 2020: Don Ramsey made a motion to approve the board minutes from February 11, 2020 with the correction of the adjournment. Linda Routsong seconded the motion and the motion passed.

V. Consideration of approval of the board minutes from February 11, 2020 executive session: Don Ramsey made a motion to approve the board minutes from the February 11, 2020 executive session. Linda Routsong seconded the motion and the motion passed.

VI. Report of Librarian: Taylor Miller and Sarah Buuck have each submitted a letter of resignation. Taylor has moved to the South Bend area and Sarah will be working for the Allen County Public Library. Mark Thaler was hired for the Maintenance Manager position. Migration for room reservations and programming will start soon.

VII. Finances & Facilities:
   A. Consideration of payment of bills from February 11, 2020: Jo Drudge made a motion to approve the February bills in the amount of $147,126.39. Sam Zollman seconded the motion and the motion passed.
   B. Consideration of payment of the bill for March 10, 2020: Don Ramsey made a motion to approve the March bills in the amount of $108,799.14. Sam Zollman seconded the motion and the motion passed.
VIII. New Business:
A. COVID-19: Due to the COVID-19 virus Sam Zollman made a motion to close the library on Thursday, March 19th at 6:00 pm. The board will meet back on April 3, 2020 to discuss the situation and make changes if needed. All items returned in the book drop will be quarantined for four days then staff will clean each item and check them in. All events will be cancelled until further notice. The staff will be paid for their normal work schedule. Don Ramsey seconded the motion and the motion passed.

IX. Unfinished Business: There was no unfinished business discussed at this time.

X. Miscellaneous: There were no miscellaneous items discussed at this time.

XI. Adjournment: Sam Zollman made a motion to adjourn at 7:29pm. Don Ramsey seconded the motion and the motion passed.

Submitted by Jo Drudge