

Lied Public Library
Clarinda, Iowa
Public Library Board of Trustees
Minutes for Thursday, May 21st 2020
5:30 pm

Lied Public Library's Mission:

To enrich the community through access to library services and cultural opportunities.

1. Meeting started at 5:30 PM at the Lied Public Library and via Zoom.

- a. Board members took COVID-19 precautions by social distancing.
- b. Called to order by President Ruth Falk.
- c. President Ruth Falk request Director Andrew Hoppmann to take the minutes.
- d. Attendance
 - i. Present:
 1. Board Trustee Members:
 - a. Ruth Falk (President) (participated in meeting via Zoom)
 - b. Robert Briggs
 - c. Paul Jones
 - d. Beth Rarick (participated in meeting via Zoom)
 - e. Phil Tornholm
 - f. Joy Nordyke (arrived at 5:33 pm, participated in meeting via Zoom)
 - g. Andrew Hoppmann (Library Director)
 2. Public
 - a. Tara Keller (participated in meeting via Zoom)
 - ii. Absent:
 1. Board Trustee Members
 - a. Alan Ascherl
 - b. Evelyn Rank
 - c. Allison Wellhausen

2. Agenda Approval

- a. *Approval of May 21 2020 agenda*
 - i. Beth Rarick moved to approve the agenda, and Paul Jones seconded; Motion passed unanimously by roll call vote.

3. Minutes Approval

- a. *Approval of Minutes from April 16th 2020 meeting*
 - i. Minutes were presented for approval.
 1. Paul Jones moved to approve the minutes with corrections; Phil Tornholm seconded; Motion passed unanimously by roll call vote.

4. Joy Nordyke entered the meeting, via Zoom, at 5:33 pm.

5. Budget Review

- a. At the end of April the library is 83.33% into fiscal year (FY)20. Revenue is at 102.01%, expenditures is at 81.13% which places our revenue less expenditures at 76.51%. Budget Forecast: Andrew is forecasting that the library will likely be under budget and is planning to use savings for some technology improvements as well as pre-purchases of content credit for services like Hoopla, Andrew is awaiting May financials which he'll receive the first week of June.
- b. Library Foundation Statements: Attached to board packet

6. Bill Approval

a. *Approval of Monthly Bills*

- i. Andrew Hoppmann explained, and the Trustees discussed the monthly bills. Andrew Hoppmann made the bills/invoices available for the Trustees to review.
 1. Robert Briggs moved to approve the bills, and Joy Nordyke seconded to approve Monthly Bills; Motion passed unanimously by roll call vote.

7. Public Communications/Correspondence

- a. *All meetings of the Library Board are open to anyone who may wish to observe the proceedings. Non-board members who wish to address the Board will be given the opportunity at this time.*
 - i. Ruth Falk: People are very grateful that curbside services are being offered once again.

8. Board Education

- a. READSquared:
 - i. <http://clarinda.readsquared.com/> - Andrew showed the Board the Library's new READSquared Summer Reading Program software and encouraged them to sign up.

9. Statistical Reports

- a. Shutdown to COVID-19 has impacted the library across the board.

10. Librarian's Report

- a. **Alliant Energy Grant:** Alliant Energy Foundation has awarded the library \$1000 to be used towards the library of things collection.
- b. **Page County Supervisors Meeting:** Andrew visited with the Page County Supervisors on 5-19-20 and provided them with an update of library activities for Page County.
- c. **Bank Iowa Helping Hand Program:** The library received \$1000 from the *helping hand* program at Bank Iowa, these funds will help provide books to children in our community. Books will be handed out at the schools lunch program as well as setting up Free Little Libraries in our Community.
- d. **PLA Wireless Program:** The Public Library Association awarded the library \$200 to buy equipment to expand the Wireless Internet access in the library's parking lot with new equipment.
- e. **Other:**

11. Committee Reports

- a. **Budget & Personnel: Director's Evaluation Form:** Committee chair Paul Jones will be sending out an evaluation form to Trustees in the next few days. Please complete by June 1st and return to Paul so the committee can meet with Director Hoppmann prior to the next board meeting.

12. Unfinished Business

13. New Business

- a. **Coronavirus & Library Operations Re-Opening Plan:** Library Director Hoppmann shared the library's reopening plan and ideas with the trustees.
 - i. Starting June 1st the library will be open on Mondays, Wednesdays, and Fridays only with the following guidelines:
 - ii. Stay home if you are sick.
 - iii. Items are due June 8th unless you contact the library to renew, if possible.
 - iv. Staff and the public are encouraged to use social distancing when possible, wash your hands, wear face mask and clean and disinfect common spaces and high touch areas.
 - v. No more than 40 people in the library at any given time.

- vi. Please limit your visits to the library to under 1-hour to allow the library to serve as many people as possible
- vii. The library should not be a gathering place for large groups
- viii. Returned materials will be quarantined for 7 days and cleaned before being made available on the shelf.
- ix. Library laptops will be available, but our computer lab will be closed to accommodate social distancing and allow for ease of cleaning. There will be a time limit of 1-hour per day on the computer to allow access to the most people. Computers may be reserved ahead of time.
- x. All children (ages 7 and under) must be accompanied by an adult while in the building.
- xi. Library TO GO curbside/locker pickup will be available. Those especially vulnerable to illness are encouraged to use this service.
- xii. No in-person programs. Online programming is available.
- xiii. No in-library activities (puzzles, games, makerspace, etc.) will be available. Games however still be checked out and will be quarantined for 7 days and cleaned before being made available on the shelf.
- xiv. No meeting room reservations/access until at least June 15th
- xv. These guidelines will be in place until June 15th at which time they'll be re-evaluated.
 - 1. Joy Nordyke asked about setting aside special times for service to vulnerable populations, discussion took place and it was determined to look at this option when we re-evaluate services on June 15th.
 - 2. Phil Tornholm moved to approve the re-opening plan, and Paul Jones seconded to approve reopening plan; Motion passed unanimously by roll call vote.

b. IMLS CARES Grant for Libraries:

- i. The FY2020 IMLS CARES Act Grants for Museums and Libraries program is to support the role of museums and libraries in responding to the coronavirus pandemic. Projects can extend over 2 years and amounts will be \$25,000 to \$500,000.
- ii. Project I am considering is: Updating the library server and replacing desktops with laptops, so we could move them around the library and even the community. We would also allow a number of laptops to be checked out and taken home. We would also provide Wireless Internet to all community parks and the town square with the library acting as the wireless hub. All costs associated with this project's first 2-years would be provided by the grant. Costs beyond 2-years are planned to be minimal.
 - 1. Beth Rarick moved to approve the IMLS grant project, and Robert Briggs seconded to approve; Motion passed unanimously by roll call vote.

c. Policy Review: Video Surveillance Policy

- i. Robert Briggs made a motion to approve the policy as reviewed; Paul Jones seconded. Motion passed unanimously by roll call vote.

14. 12. Adjourn

- a. Phil Tornholm requested to adjourn the meeting being no further business.
- b. Ruth Falk called the meeting to adjourn.
 - i. Meeting adjourned at 6:49 p.m.

15. Next meeting is June 18th at 5:30 p.m.

16. Attest: Alison Wellhausen ^{6/18/20} President: Ruth E Falk ⁶⁻¹⁸⁻²⁰
 A. (date) (date)