

4/13/20 Board of Trustees Decorah Public Library Meeting

Attendees: Pat Anderson, Andi Beckendorf, Ed Brooks, Bob Felde, Scott Fjelstul, Andy Hageman Elliott Johnson, Kristin Torresdal (Director), Alexandra White, and Friends Representative Cynthia Peterson.

Absent: Cheryl Pellett

Beckendorf called the on-line meeting to order at 4:00 p.m. in the Zoom electronic meeting, per the policy below. Approval of motions/actions were done orally via role call in the meeting.

Electronic meeting pursuant to Iowa Code section 21.8 – In circumstances where such a meeting is impossible or impractical due to concerns about COVID-19 and social distancing for the safety of Board members and the public. In support of Iowa Governor Kim Reynolds’ proclamation declaring a State of Public Health Disaster Emergency in Iowa, the current COVID-19 situation makes it "impossible and impractical" to meet in one location. Due to this the Decorah Public Library will remain closed to the public for the April 13, 2020 Library Board meeting. However, the meeting was made available telephonically. The public was able to hear and participate in the Board meeting by following special access instructions provided on the agenda.

- 1. Approval of Agenda for April 13, 2020.** Agenda approved.
- 2. Approval of Minutes from March 9, 2020.** Anderson moved to accept minutes, Hageman seconded. Minutes approved.
- 3. Claims for March 9, 2020. (Expenses \$39, 315.52, Revenue \$4,882.19)** Johnson moved to approve claims, Brooks seconded. Claims approved.
- 4. Public Comment.** Beckendorf offered time for the public to make comments, no comments were shared.

5. Director’s Report

a. Staffing: Library staff have been primarily working from home as their job duties permit, with just a couple of people coming in to work in the library building on a very limited basis. Jon Romelton retired April 8. Staff will host coffee/pastry reception for him when possible.

b Building: New railing has been installed on ramp and loading dock. New water fountains with bottle fillers have been installed. The IT office’s new windows have been installed. Service Master has completed their portion of the annual deep clean and Louann Brenner has been completing additional spring cleaning projects while the library is closed.

c. Budget: Overall on track for the year. Significant additional funds have been allocated to expanding e-book, digital audiobook and film streaming access for patrons. Funds were also spent to purchase gift certificates from local businesses that the library can use for reading program giveaways (library started online contest this week and had fantastic response), and business owners were very appreciative of support. Have purchased more books than usual locally, in attempt to support local downtown store.

d. Statistics: Some statistics will be updated in the future (do not have access to all of them remotely at present). As expected, building traffic, programming and circulation were down due to cancelling public events and library closure mid-month. Have added sections to measure Kanopy circulation and number of users, Children’s YouTube attendance and a number of programs. As expected, BRIDGES usage was up significantly as were new library accounts.

e. Miscellaneous: AED and CPR/First Aid training for all staff is being rescheduled to a later date. Button attended the online “Kids First” conference April 6-7. Torresdal is currently doing a 6-week management class online via UW Madison. Additional updates in the form of press releases and communications with the Board and City Council are included in the packet. Staff has spent a lot of time working with online content, creating new patron accounts, and helping patrons troubleshoot online platform access this month.

6. Friends of Decorah Public Library Report (Cynthia Peterson). Did not meet in March or April due to COVID-19 situation. Commended library staff for updates to the website in terms of information and new resources.

7. Unfinished Business.

- a. **Approve Board President to contact potential Board members.** Fjelstul moved to approve having Board President contact potential board members, Hageman seconded. Motion approved.

8. New Business.

- a. **Continuing education: Pandemic Materials Handling Guidelines from U of Iowa libraries.** Torresdal shared guidelines with Board. Library will continue not to offer physical materials due to potential health risks.

9. Upcoming Meetings: May 11, June 8, July 13

Meeting adjourned at 4:30 p.m.

Respectfully submitted,

Alexandra White, Board Secretary