

Decorah Public Library Board of Trustees Meeting Minutes

Monday, August 10, 2020, 4 pm

Attendees: Shannon Horton, Elliott Johnson, Andi Beckendorf, Andy Hageman, Cheryl Pellett, Kristin Torresdal (Director), Bob Felde, Ed Brooks, Friends Representative Cynthia Peterson
Absent: Shanna Putnam Dibble

Beckendorf called the on-line meeting to order at 4:02 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 June 8, 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 August 10, 2020. Agenda approved.

2. Approval of Minutes from July 13, 2020.

Hageman moved, Pellett seconded, unanimously approved

3. Claims

Felde Moved, Hageman seconded, unanimously approved

4. Public comment

No one spoke up from the public

5. Director's Report

a. Staffing: City council approves the hiring of three city positions. This includes the Library Administrative Coordinator position, at a work session on Monday, July 27. I've been working on an updated job description draft that I'll review with the Board Personnel Committee before advertising this fall. The current anticipated start date for the new person will be January 2021.

b. Building: Bids on packages for skylight panels, interior painting, and flooring were awarded by Council on 8/3. It is anticipated that work will be completed between the end of August and the end of October, though we're waiting for further details about when the flooring will arrive, as that will determine precise timing (and we'll also have to coordinate schedules and workflow between multiple subcontractors). The building will need to be closed throughout the project (6-8 weeks) due to accessibility/liability issues. City council for finding additional funds to help cover additional costs of the skylights. County funding is decreased is determined by an equation.

c. Statistics: Given varied changes are easier to track, a small change to children's YouTube channel viewership numbers. Big shout out to Rachel for her bundle packs.

d. Side note: The library has gotten many letters and comments for support of keeping the public and patrons safe during this time.

6. Friends of the Library Report: Cynthia
No report not meeting until the third week of September
7. Unfinished business
 - a. Reconsideration letter: Review of the letter to be approved by the board prior to being sent to the patron. The letter will need a small modification prior to being sent to the patron. The board is in support of the letter and leaving the item in the collection.
 - a. Pellett moves, Hageman seconds, and the board unanimously approved.
 - b. Discuss phase II building project timeline: No new information based on end of August or September. October 30 is a completion date.
 - c. Discussion of COVID response
 - a. Continue to suspend moving forward to the next phase.
 - b. Closure with construction and number of cases continues to climb. Communicate with public about reasons for pushing back the motion to reopen the library.
 - c. Also, help Friends of the library communicate about implications of their fundraiser.
 - d. The point was brought up of keeping it on the agenda from a standpoint of checking in.
 - e. Maintain clear communication with patrons and Friends about what the metrics are for reopening and progress on the building projects.
8. New business
 - a. No new business
9. Upcoming Meetings: Mon, Sept 14, Mon Oct 12, Mon Nov 9
10. Adjourn at 4:44 pm