

## 6/8/20 Board of Trustees Decorah Public Library Meeting

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

**Absent:** Elliott Johnson

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 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 June 8, 2020.** Beckendorf added Pellett to item 8a. Agenda approved.
- 2. Approval of Minutes from May 11, 2020.** Minutes approved with corrected title.
- 3. Claims for June 8, 2020. (Expenses \$9,502.82, Revenue \$7,502.19)** Anderson moved to approve claims, Hageman seconded. Claims approved.
- 4. Public Comment.** No visitors chose to make a public comment.

### 5. Director’s Report

**a. Staffing:** Congratulations to staff member Rachel Uhlenhake who graduated from South Winneshiek High School in May; she will continue on at the DPL this summer.

**b. Building:** Estimates for skylight panel replacement and library movers came in higher than anticipated- Library and City staff will consult, possibly seek another estimate from professional movers, and decide how to proceed with crafting bid packages.

**c. Budget:** Final FY20 invoices are due to City Hall for payment by June 19.

At their May meeting, the Friends of DPL generously funded a \$500 staff treat fund and a \$3,000 covid innovation fund- staff were very touched by this and they are brainstorming ideas for projects.

**d. Statistics:** Digital offerings continue to be popular, though seeing some reduction in usage as the weather warms up (and possibly as people get screen fatigue after several months of doing school/work/everything online). Circulation statistics for physical items are increasing as we begin to ship large print items and do curbside ( had two ‘soft opening’ curbside pickup dates in May).

**e. Miscellaneous:** Since the May 11 meeting, have spent a lot of time moving technology and work spaces and preparing schedules, work flows, and publicity for materials returns and curbside pickup. All of these projects have gone well and the feedback has been very positive.

**6. Friends of Decorah Public Library Report (Cynthia Peterson).** Three new board members will join as of June 9 - Sue Luzum, Tom Murray, and Marilyn Rue. Good response on memorials in honor of Bev Crumb-Gesme.

**7. Unfinished Business.**

- a. **Consider two new Board member candidates and one continuing member:** Shannon Horton and Shanna Putnam Dibble as two new candidates, and Cheryl Pellett as continuing member for the Board. Brooks moved to approve these candidates, Hageman seconded. Candidates approved.
- b. **Consider *Executive Summary of Director Evaluation* document.** Board reviewed document, expressing thanks to Beckendorf for preparing the clear and concise document and to Torresdal for her excellent performance as Director.
- c. **Discuss Covid response and phased expansion of services.** Phases 1 - 3 have been implemented; phase 3 with curbside service actually began earlier than the original June date. Board discussed possible expansion of services (phase 4). Torresdal outlined necessary provisions/restrictions for this phase, including having no more than 24 people at a time (which includes staff and volunteers, as well as members of the public), installation of plexiglass shields at front desk, large hand sanitation stations at each entrance and exit and one on main floor. (Sanitation stations have been ordered through city hall, expected to arrive by the end of June. Would like to also ensure refills are available at this time). Issue with providing access to elevator to patrons. Elevator services company indicated that cleaners could damage equipment and thus nullify any responsibility of the company for elevator operation. Restrooms would have to remain closed during patron visits. Furniture, toys, puzzles, etc., could not be used. Torresdal raised option of having patrons come by appointment (30 minutes). Brooks raised a request to consider opening fully as soon as possible. Other Board members, including Anderson, White, and Felde, raised questions and concerns about this approach, particularly public safety, and wondered what services patrons would have access to during library visits since they would likely not be able to socialize, browse for books, or use computers. Hageman noted that criteria for Phase 4 related to increased Covid testing and declining cases in the state have not been met at this time. Board agreed to maintain Phase 3 services without changes to library operations at this time, and review services and discuss possible expansion at the July meeting.

**8. New Business.**

- a. **Discuss Board roles for 2020-2022.** Beckendorf will remain President, Hageman will stand for election for Vice President, and Secretary position remains open with White's departure from Board. Elections will take place at the July meeting.
- b. **Discuss summer meeting dates.** Fjelstul may not be available for the July meeting. Beckendorf encouraged Board members to notify her of conflicts with July or August meeting dates to ensure a quorum at those meetings..
- c. **Recognition of service:** Board thanked Anderson and White for their service.

**9. Upcoming Meetings:** July 13, Aug 10, Sept 14

Meeting adjourned at 5:20 p.m.

Respectfully submitted,

Alexandra White, Board Secretary