

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

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

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 May 11, 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 May 11, 2020. Pellett moved to approve agenda, Anderson seconded. Agenda approved.

2. Approval of Minutes from April 13, 2020. Johnson moved to accept minutes, Pellett seconded. Minutes approved.

3. Claims for May 11, 2020. (Expenses \$25,893.23, Revenue \$7,787.72) Brooks moved to approve claims, Felde seconded. Claims approved. Torresdal noted that the expense of \$381.47 for Adobe Creative Suite should be subtracted from expenses (an error).

4. Public Comment. No visitors chose to make a public comment.

5. Director’s Report

a. Staffing: Transition more of the staff, majority of work done remotely for last six weeks. Has been going well. Following City’s updated Covid policy. Starting to bring more staff back into the library and following safety guidelines. Have staff who can do a significant portion of work from home (tech work such as preparing programming, completing website and social media updates, help patrons troubleshoot tech issues, etc.). Staff have been very adaptable, Torresdal commends their support.

b. Building: Pankow and Torresdal working on Phase 2 building projects. Doing this incrementally. Paint and flooring are major aspects of the project. New railing was painted today. Had people come in to look at the skylight panel condition and timeline for replacing and costs. Skylights installed in 1996 during addition, has been some patching. Also had some people to look at moving furniture and materials to allow for flooring and painting.

c. Budget: Covid-specific spending on separate spreadsheet. Looking to expand digital materials and also introduced film streaming, has been very popular. Used funds from Memorial account to balance these. Budget still in fine shape. Two items - Revenue - will be down in Misc for services, since DPL is not collecting fines (short \$3K, not a huge problem), and RSVP grant fund will not be a shortfall. Good amount of cash on hand in Memorial fund

d. Statistics: Bridges, Kanopy and YouTube/Children's Programming statistics all increased as expected. Wireless usage still high.

e. Miscellaneous: Update to Decorah City Council. Commend work of staff members to keep information current on various channels and websites.

6. Friends of Decorah Public Library Report (Cynthia Peterson). No report, will be having a Zoom meeting this coming Wednesday.

7. Unfinished Business.

- a. **Update regarding potential Board members.** Application for Shannon Horton (format per City's request). Will plan to distribute it to City. Still working on second board member. Will need to be approved by City Council. Terms start July 1 - will be six years. Felde moved to approve Shannon Horton to send as candidate to City Council, Pellett seconded. Board member candidate application approved.
- b. **Discuss Covid response and phased expansion of services.** Torresdal shared phased approach to services. Most important point - Torresdal suggests we take caution in reopening to ensure public safety. Board discussed options -- can ask people to wear masks but may not able to require them. Suggest people wear masks for curbside pickup. We are providing many essential services as part of the mission. Re-evaluate status at June Board meeting. Suggested providing mix of hours in morning and afternoon for curbside hours in June.

Anderson raised a motion to approve stages 1, 2, 3 of phased expansion of services, Johnson seconded with amendment that Board reserves the right to modify the plan as needed by new data emerges related to state or community. Anderson approved revised motion and Board approved revised motion.

8. New Business.

- a. **Annual Library Director performance evaluation due 5/12/20**
- b. **Review interior design selections for upcoming Phase 2 projects.** Board reviewed plan and is supportive of approach to Phase 2 design.
- c. **Board continuing education: read distributed articles**

9. Upcoming Meetings: June 8, July 13, Aug 10

Meeting adjourned at 5:18 p.m.

Respectfully submitted,

Alexandra White, Board Secretary