

Decorah Public Library Board of Trustees Meeting Minutes
Monday, February 8, 2021

Attendees: Board Members: Beckendorf, Dibble, Horton, Felde, Hageman, Brooks, Johnson, Fjestul, Pellett; Library Director Kristin Torresdal; Guests: Janet Snider, Rachael Button, Kate Rattenborg, Kathleen Martinson, Riley Samuelson, Cynthia Peterson, Paul Scott, Zach Row-Heyveld, Steve Zittergruen, Wanda Hemesath, Chad Bird, Lorraine Borowski, Heidi Swets, Janelle Pavlovec

Andrea Beckendorf called the meeting to order at 4pm. Attendees had the opportunity to participate electronically via ZOOM or in person at Decorah City Hall.

1. Call to order
2. Participation instructions
3. Approval of Agenda for February 8, 2021. Felde moved approval, Hageman seconded. Agenda approved.
4. Minutes Approval
 - a. Minutes of regular meeting, January 11, 2021. Johnson moved approval, Horton seconded. Minutes approved.
 - b. Minutes of special meeting, January 26, 2021. Felde moved approval, Brooks seconded. Minutes approved.
5. Claims Approval
 - a. Plexiglass barriers for front desk, \$1,400.
 - b. County money received and deposited, \$91,424.
6. Horton moved to accept claims, Pellett seconded. Claims approved.
6. Public Comment
 - a. Steve Zittergruen, City Councilman, stated his appreciation and thanks to the library staff for all they have done and are doing.
7. Director's Report
 - a. Several staff had COVID. All have recovered and are out of quarantine.
 - b. Service Master has done deep clean.
 - c. Work still needs to be done on loading dock canopy.
 - d. Yearly library report was given to City Council.
 - e. Investment report will come next month. (early meeting)
 - f. Statistics – encouraged to sign-up for Rachael Button's newsletter.
 - g. COVID Plan – publicity, graphics are on website and will be put in paper as needed. Red Zone Plan is done along with Yellow Zone. Green Zone Plan will be done next week. The Plans will include instructions on library usage. Curbside services will be shifting.
 - h. Budget is on target.
 - i. Services – Book bundles are a huge hit along with Take and Make for children. Adult book bundles are increasing. The library is planning on continuing book bundles in the future. Film streaming is popular. Digital checkout is the highest it has ever been.
 - j. Riley Samuelson has done graphics plan design. Great job! Thank you!

8. Friends Report
 - a. COOP participated in a register round-up and raised \$1,186.13 for the library in two weeks.
 - b. Alan Ellingsen is a new member on the Friends board filling out Kelly Coppola's term.
9. April meeting – Amy Weldon will be speaker.
10. Discussion on projects that will not be covered by tax money.

9. Unfinished Business – Discussion on COVID Plan

Felde – Good change from COVID Tracker to state statistics. There should be less confusion about positivity rate.

Hageman – I appreciate the process to get to where we are.

Brooks – Who determines Rainbow Zone?

Torresdal – WPH vaccines are limited in county and state. Rainbow Zone will be determined when vaccine is plentiful, possibly this summer.

Felde – Zones are fluid and may change as we have more information – we need to be willing to change as needed.

Brooks – Will zones be on each agenda Transparency is important.

Torresdal – To the public, Plan is online, public data source available. This will let the public know where the library stands. We won't have to rehash – we may have to update but will stick with Plan. The Plan serves the board, public, and staff.

Brooks – It should be visited at every meeting.

Beckendorf – We want consistent information.

Horton – COVID could be part of the Director's report. No changes of Plan unless something drastic happens.

Johnson – The graphics help visualize the Plan. The graphics are caring, safe, and use resources. We have our own guidelines and are not following the herd.

Beckendorf – This Plan has taken considerable staff time.

Johnson – moved to accept the State of Iowa COVID-19 site. Horton seconded. Discussion: The library has time and has been working on shifting to the Yellow Zone. It will be reduced hours Tuesday-Saturday. It will be more tech time. Stack browsing will be in Green Zone. Motion approved unanimously. Opening will be Tuesday, February 16, 2021.

10. New Business

- a. Congratulations goes out to our staff during this difficult time. You have done a superb job!
- b. Opening announcements will go out to the public and will be on website.
- c. A question – Do we do similar services as other libraries our size?

11. Upcoming Meetings

- a. Monday, March 8, Monday, April 12, Monday, May 10.

12. Adjourn at 4:50pm.

Respectfully submitted,
Cheryl Pellett