

# ERICSON PUBLIC LIBRARY

## AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

Place: LIBRARY MEETING ROOM  
Date: March 16, 2020 at 5:00 PM.

- A. Roll call & quorum
- B. Approve minutes of previous meeting
- C. Correspondence
- D. Public comments
- E. Director's Report
- F. Financial report and approval of warrants
- G. Committee Reports
- H. Old business
- I. New business
  - 1. Pandemic policy/procedure
- J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: Monday, April 20, 2020, 5PM

The Board of Trustees of the Ericson Public Library met on Tuesday, February 18, 2020 at 5:00 p.m. at the library.

Those present were: Heather Frese, Charles Irwin, Meredith Nerem, John Niemants, Susan Posch, Barb Rardin and Maribeth Waldman. Absent: Kyle Hanna, Gary Nystrom. The meeting was called to order by Rardin at 5:00 p.m. There was a quorum present.

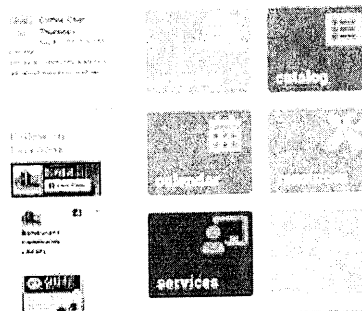
The January 20, 2020 meeting minutes were presented by Williams. A motion to accept the minutes was made by Irwin and seconded by Posch and carried unanimously.

The Director's report contained the following items for February 2020:

1. The circulation for January was 9,017. Computer usage was 1,099 and Wi-fi usage was 1,564 sessions. The meeting room was used 39 times with attendance of 340. We provided 1 outreach visit reaching 14 people.
2. The library received donations from: Pratt Fenton Charitable Trust for juvenile nonfiction (\$1,500), Lowrey Foundation for SRP and STEAM programming (\$5,613), Joan Kendall Walsh (\$50) for Maureen Walter's Memorial and \$100 from Robert Fisher, \$20 from Burdette and Loa Christensen, \$50 from Meg Manatt for Kate Jordan's Memorial. The library also received memorials of \$500 for Joan Mattingly from the Mattingly family. The library deposited \$172 from library sales and desk donations in the amount of \$33. We deposited \$71.50 from the Friends cart and room sales.
3. Ericson Public Library has been using **brainfuse HelpNow** since November. This online resource was generously funded through the Friends. We continue to see usage go up, with January having usage of 52. They offer online tutoring sessions/homework help from 3pm to midnight every day. This resource offers ACT, SAT and GRE practice tests, and help with reading, writing and math. Specifically, they offer tests for: High School, High School Equivalency Tests, College Entrance Test Prep, CollegeNow, College Placement Tests, College, Career Prep and Job Resources, Nursing School Exams, Praxis, ASVAB, Computers and Technology, Graduate School Entrance Test Prep, Online Research Skills, Adult Learner Resources, ESL. This is a great resource, check it out!
4. The library's website is migrating to a fresh new look. The State Library offered a training last month for their new content management platform, Concrete 5. The new platform offers a fresh, modern appearance, easy to use editing tools and offers many benefits, including:

Visual and intuitive editing

- Fewer steps to add content
- WYSIWYG editor plus drag-and-drop capabilities
- Responsive website for mobile and tablet users



Any public library in Iowa can receive a new Concrete5 PLOW website free of charge. Because Concrete5 is an entirely different platform, no old content was carried over to the new website. This required me to begin with a fresh Concrete5 layout and theme, building the new library website up from scratch. I'm working on the final touches and it should be ready to launch this month.

5. The Friends of the Library will partner with Hy-Vee to provide a fundraiser for the library on February 22<sup>nd</sup>. Please join them next Saturday, between 10:30 and 1:30 pm for our Scooby-Doo Friends of EPL Fundraiser. This event will be held at Hy-Vee (Boone, IA). One FREE kids meal (age 10 and under) with the purchase of an adult meal. 50% of the proceeds will benefit Friends of EPL! Enjoy cheeseburgers and Scooby snacks!
6. The library is working on a new grant that if awarded will allow us to offer some exercise and wellness programs for adults. We hope to do a couple classes each month specifically for seniors and one for adults. In addition to the classes we hope to also provide some wellness speakers and fitness professionals to come and discuss topics that attendees want to hear and learn more about. The exercise classes will be low impact and require less equipment so that we can make it cost effective for the library to provide for the grant funding.
7. The RFID gate in the main entrance had an incident in which a patron fell against it and it became unbolted. No one was hurt and it has been repaired, however I'd like to consider some signage to be ordered for the main entrance for safety reasons.

A motion to accept the Director's report was made by Posch and seconded by Waldman and carried unanimously.

The financial reports for February were examined and filed. A motion approving the financial report and payment of warrants was made by Nerem and seconded by Irwin and carried unanimously.

Under old business, Williams provided an update to the contract cities current payment status for FY20. Fraser and Pilot Mound are delinquent in their payment; Williams will send a follow up letter requesting status. Rardin asked if Williams might also follow up with Law Librarian on what can be done for nonpayment.

Under new business, Posch discussed the need to dig up the hosta and ajuga plantings before the sun burns them up in the summer. She proposed an idea to have the Friends dig them up and have them run a fundraiser to sell them so they don't go to waste. A motion to approve and grant the Friends of the EPL the ability to dig the plantings up and sell them as a fundraiser was made by Irwin and seconded by Waldman and carried unanimously.

In an effort to provide more board development and continuing education for Trustees, Williams will be providing information on library trends, issues and challenges. Fine free libraries was this month's focus. Trustees discussed the value and drawbacks that would be present if such a decision was made to go fine free. The missed revenue would

certainly be problematic, however the value of patrons returning items that the library would then not have to pay for to replace would be worth the costs. Although Trustees did not think it would be a decision they currently want to explore, they were in favor of doing an amnesty week in April during National Library Week to encourage the return of items. Williams will work on how to market this so that we do see a larger return of items.

The meeting was adjourned at 5:29 p.m. on a motion by Irwin and seconded by Frese and carried unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jamie Williams". The signature is written in black ink and is positioned below the typed name.

Jamie Williams, Director