



ERICSON PUBLIC LIBRARY

AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

Place: LIBRARY MEETING ROOM
Date: May 18, 2020 at 5:00 PM.

In an effort to follow CDC guidelines pertaining to COVID-19 the Ericson Public Library will be limiting the number of individuals allowed in the meeting room at any given time to ten (10). The regularly scheduled Board meeting set to May 18, 2020 at 5:00 PM will be held electronically. You may join the meeting via internet. If you feel that you need to be at the meeting to speak you may come to the library and check in at the main entrance, then when your item comes up on the agenda, we will allow you to come into the meeting room to address the Trustees. If you want to just listen to the meeting please utilize the electronic method below:

Join Zoom Meeting

<https://us02web.zoom.us/j/83337000093?pwd=NFFwTHJHTkMzL25nYjdvYThrcTgwQT09>

Meeting ID: 833 3700 0093

Password: 4emuJU

- 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
 - 1. Pandemic update, reopening plan
 - 2. Greene Street parking project

I. New business

J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: Monday, June 15, 2020, 5PM

The Board of Trustees of the Ericson Public Library met on Monday, April 20, 2020 at 5:00 p.m. at the library.

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

The March 16, 2020 meeting minutes were presented by Williams. A motion to accept the minutes was made by Frese and seconded by Waldman and carried unanimously.

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

1. The circulation for March was 6,467. Computer usage was 619 and Wi-fi usage was 1,124 sessions. The meeting room was used 14 times with attendance of 142. We provided 2 outreach visits reaching 27 people.
2. The library received memorials for Kate Jordan from Matt and Sara Hektoen (\$100). The library deposited \$18 from library sales and desk donations in the amount of \$2. We deposited \$0 from the Friends cart and room sales.
3. The library staff continues to work on providing library services while the library is closed. We have moved much of our programming online via our Facebook page. Mr. Z has launched "Storytime with Mr. Z and Ollie" from his home, alongside cat Ollie Jones. These readings take place every Wednesday and Thursday at 10 a.m. We also will begin a new program called "Nighty Night Storytime with Mr. Z and Ollie." It will take place every Tuesday at 6:30 p.m. We continue to engage patrons online, with regular postings pertaining to book discussions and tips on how to access on-going digital resources and Ronda even provided a program on how to make a stress ball! We began offering Comics Plus, which offers unlimited access to thousands of digital graphic novels and comics in March. I also began offering digital library cards for patrons that do not have a library card currently. They are temporary and only able to access our online resources. To apply patrons need to visit www.boone.lib.ia.us then click on "Search Catalog," then "My Account" and register. I review the registration information, assign a barcode and email patrons the log-in information. The cards will only work for digital resources until we reopen and the patrons can go through our regular card registration. Much of this information has also been marketed on KWBG when we do our monthly visit as well as articles in the Boone News Republican. The book drop is being emptied on a consistent schedule and materials are being checked in and shelved after 12 days of sitting. Mail is being picked up as well and we've finally come up with a solution to our UPS shipping issue. We stopped ordering materials as there was no way for items to be delivered since our building was closed and not able to accept shipments. They are now being shipped temporarily to Boone Hardware so that we can spend our materials budget in a timely manner. Staff will be in to catalog and process as needed. I am trying to maintain a

schedule where we have limited staff contact and it has worked well so far. It has been very difficult to plan for upcoming programs with an unknown opening date. We have decided to cancel our Summer Reading Kickoff Carnival as it was scheduled for June 1st. We are moving our summer reading logs and tracking of reading and activities to an online platform called Beanstack. I have reached out to the Lowrey Foundation to see if they would be agreeable to cover the cost of that instead of the carnival. I've been working on grants and answering a lot of reference and tech help questions so we are staying pretty busy! The library has partnered with the Boone Schools to provide books that were withdrawn from our collection or donated to give out when kids go through the pick up at the Food Service Program locations.

4. It sounds like Majors will be working on the LOST cement project soon which will be nice since we're closed and the handicapped accessible entrance closing will not impact our patrons.
5. As part of our budget process, the budget amendments were due to Ondrea on April 15th. Our budget amendments were due to receiving more Enrich Iowa money than originally planned as well as receiving more Library Memorial money than expected. We've obtained a lot of grants this year so it was increased from \$30,000 to \$45,000.
6. Amnesty Week was scheduled for April 19-25, which is National Library Week. With the library being closed I think we should reschedule for the Fall of 2020.

Happy National Library Week! As we celebrate the contributions of our library and library workers and promote library use and support, I want to thank Trustees for their expertise and leadership and support. From free access to books and online resources for families to library business centers that help support entrepreneurship and retraining, libraries offer opportunity to all. The theme for National Library Week 2020 is "Find Your Place at the Library". As the impact of the COVID-19 crisis continues to evolve and change the work of libraries and library workers, we will continue to be resourceful and resilient, serving as a rich pipeline for content, delivering access to ebooks, movies, music, video games, virtual storytimes and activities, and so much more.

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

The financial reports for April were examined and filed. A motion approving the financial report and payment of warrants was made by Frese and seconded by Waldman and carried unanimously.

Committee report from the Buildings and Grounds Committee provided an update regarding the concrete work on the south-side as the contractor has the relocates finished and will complete the project within the next two weeks. Greene Street parking improvements project bids came in higher than expected. Nystrom indicated that the committee will be meeting with the engineer to discuss and get more information regarding some of the reasons. He will report back in May as to what direction they will recommend.

Under old business, Williams provided an update to the work the staff are doing during this pandemic. The difficulty programming staff are having with planning with all the unknowns and restrictions that are currently in place. The Greene Street Parking update will be discussed at May meeting with the committees' recommendation and thoughts on funding.

Under new business, Williams presented the FY20 budget amendments, with changes to the Enrich Iowa and Memorial line items being increased due to receiving more Enrich Iowa funds and grants than expected. A motion to approve the budget amendments was made by Waldman and seconded by Posch and carried unanimously.

The meeting was adjourned at 5:30 p.m. on a motion by Nystrom and seconded by Niemants and carried unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jamie Williams".

Jamie Williams, Director