



ERICSON PUBLIC LIBRARY

AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

Place: LIBRARY MEETING ROOM
Date: June 15, 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 June 15, 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/84390422339?pwd=VEFZNmkvZFdxR2RwWXF5Zmd5TEhDZz09>

Meeting ID: 843 9042 2339

Password: 098899

- 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. FY21 salaries

I. New business

1. FY end bills

J. Adjournment

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

The Board of Trustees of the Ericson Public Library met on Monday, May 18, 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: Kyle Hanna, Charles Irwin, Meredith Nerem. The meeting was called to order by Rardin at 5:00 p.m. There was a quorum present.

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

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

1. The circulation for April was 0 with the library being closed. Computer usage was 0 and Wi-fi usage was 499 sessions. The meeting room was used 0 times with attendance of 0. We provided no outreach visits in person but did provide 17 sessions of virtual outreach reaching 3,061 people.
2. The library received a donation from Robert Fisher (\$100). 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 continue our programming online via our Facebook page. Mr. Z with "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. and "Nighty Night Storytime with Mr. Z and Ollie" every Tuesday at 6:30 p.m. and are well liked and viewed. We continue to engage patrons online, with regular postings pertaining to book discussions and tips on how to access on-going digital resources. I have been monitoring the State Library's guidance documents along with other library's reopening plans for how we could implement and use the plans with our library. Although the Governor's proclamation allows libraries to reopen providing that library limits the number of patrons present in the building to 50% of its maximum legal occupancy and stipulates that libraries must implement reasonable measures to ensure social distancing of employees and patrons and increase hygiene practices, most libraries have not reopened or are offering restricted services. I am waiting to hear back from the Fire Chief on what our capacity level is. It is not a formula based off square footage because of the staff space and storage space we have so the occupied space is what dictates that number. When the library is operating full capacity, we see anywhere from 200-400 patrons a day. It is hard to estimate how many people we might see in a day with current restrictions and the variety of comfort with social distancing those in our community feel. We do have staff members that are more at risk that need special considerations and need to be assured that we have the health and safety protocols in place. I would recommend a phased reopening approach and to begin with curbside delivery and offer appointments for technology use. I know of several members in the community who have reached out to me asking for a date since the only access they have to their email is from the library.

It would be quite difficult to isolate contamination if it occurs in the library, so I'm also a proponent of being cautious with our plan and proceeding slowly with flexibility. I am awaiting delivery of sneeze guards for the service desks. I have been able to procure masks for staff along with gloves. I have not been able to find a supplier of sanitizing wipes or spray. I am checking other suppliers. I have floor decals, and we will be producing signage in house to encourage social distancing. Our programming staff is making plans for continue all programming virtually to not encourage large gatherings of people. Staff is also planning a summer reading program that will be completely virtual and online.

4. Majors completed the concrete work on the south side of the building. It looks great and is a major improvement for our patrons' safety.

5. Some updates on what we've been doing while we have been closed.

We have been ordering and cataloging a lot of books and will have expended our materials budget before the end of the fiscal year.

We had the fire sprinkler system set off a fire alarm Sunday May 3rd at 4 a.m. Thanks to the Fire Department for responding quickly and getting ahold of me with it being a false alarm. No sprinklers went off, just the alarm. It was determined that the compressor that runs the sprinkler alarm system went down and created a drop in pressure that triggered the alarm. Blackhawk Sprinkler came on site that morning and determined how to proceed. Chris hooked the system up to the other compressor so that it was operational.

The IT work that was recommended to complete this fiscal year will be done within the next couple weeks.

We received word that D&J's Complete Tree Service, Inc. is generously going to remove our tree stumps as a donation to the library! More on this generous donation coming soon!

Ericson Public Library is the first public library to participate in the United Through Reading program, a reading program for military families. More details and information coming soon!

The US Bank grant for ArtMaker was granted to us. They are allowing flexibility in spending with timing to meet our needs, which will help us during these uncertain times.

Zach provided 4 evening storytimes and 10 morning storytimes for a total of 2,810 views. We partnered with Esterville Public Library to provide two NASA programs with NASA Ambassador, Daniel Hoy for a total of 45 in attendance. We hosted Trent's Awesome book club with 206 views. We worked with Boone Y-Camp to provide resource guides on a variety of topics such as nature and star gazing. We also continue posting resources to Facebook and with our school partners to support students in the Boone community. Pete Evans, an ISU Extension partner, wanted to extend a thank you to the library for loaning the printer to ISU Extension. They were able to create 243 mask extenders for Humboldt County Memorial Hospital.

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

The financial reports for May were examined and filed. A motion approving the financial report and payment of warrants was made by Nystrom 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, Greene Street parking improvements project, and the bike rack. Nystrom indicated it was the recommendation of the committee to reject all bids and rebid the project with an updated scope of work which should lower the project cost. The motion to accept the recommendation was made by Waldman and seconded by Frese and carried unanimously. The committee also recommended installing LED lights in the basement with some of the saved funds within the budget. A motion to proceed with the LED light project with using general funds and memorial funds if project is over was made by Hanna and seconded by Irwin and carried unanimously.

Under old business, Williams provided some considerations and reopening plans to the board to review prior to the meeting. Williams asked if there were any requests, target dates and discussion over the reopening plan to proceed with. Discussion ensued with Trustees stressing they only wanted to plan for phase 1, which would be curbside delivery only with no public in the building until further notice. Posch suggested having delivery three times a week to begin with. All Trustees were opposed to making appointments for computer use. Trustees directed Williams to begin pickup service June 1st and proceed with flexibility and caution until further notice.

No new business.

The meeting was adjourned at 5:56 p.m. on a motion by Frese and seconded by Nystrom and carried unanimously.

Respectfully submitted,

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

Jamie Williams, Director