



ERICSON PUBLIC LIBRARY

AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

Place: LIBRARY MEETING ROOM

Date: August 17, 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 August 17, 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/87429177269?pwd=NDd2RDd2V2w3S1FPMWM0L09zd255dz09>

Meeting ID: 874 2917 7269

Passcode: 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
 - 2. Hotspots

I. New business

1. Board development

J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: Monday, September 21, 2020, 5PM

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

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

The June 15, 2020 meeting minutes were presented by Williams. A motion to accept the minutes was made by Nystrom and seconded by Posch and carried unanimously.

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

1. The circulation for June was 3,169. Computer usage was 0 and Wi-fi usage was 718 sessions. The meeting room was used 0 times. We provided 22 outreach visits reaching 2,622 people.
2. The library received a donation from Boone Lions Club (\$500), donation for the Reach Out and Read books (\$1,230) and donation from Joseph Isenberg (\$75) and an ECI minigrant from BooSt Together for Children (\$1,600).
3. The library's county funding was increased from \$62,725 to \$63,700. Although it is great to see an increase, the increase amount continues to put Boone County's per capita funding in the lower tier of funding throughout the state. The state average is \$19.56 per capita or .15 cents per thousand. The FY20 funding amount was equivalent to \$11.55 per capita or .10 cents per thousand.
4. The LED retrofit lighting upgrade was completed and really lights up the Children's Department! What a difference in how much more you can see and the savings in the electricity usage will continue to help us out with our budget in the long run. Our entire building is completely LED now. A big accomplishment which couldn't have happened without careful spending and Trustees seeing the value and supporting this investment.
5. Reopening has been going well. Patrons are grateful that we are open to provide the technology services they need as well as to be able to browse for their next read. We have changed our quarantine time to 3 days and are encouraging patrons to continue to return to the outdoor book-drop. Many still come in to return and we just redirect the books up to the meeting room. People are also grateful for the curbside delivery and we have been doing it whenever they arrive regardless of the time of day. Staff find it to be ok right now with the current level of traffic in and out of the library. People generally come in to get their items and use self checkout and are gone. There have been some patrons that sit at a table by themselves using wifi for longer periods of time, but do not pose any problems. Overall reopening has gone reasonably well!
6. The phones have been unavailable to dial out long distance for some time. This problem has been city wide. We are using our cell phones to call out or email if there is an email on file to notify patrons.

7. I did make some adjustments to the metasys setpoints for temperatures based on some recommendations from Nystrom. These settings were put into place when the metasys was installed, so it was a great suggestion to take a look and see if they needed updating!
8. The Little Engines program has started up again. The goal for this program is to encourage local parents to be more engaged with Boone County services and more educated on early childhood literacy, development, safety, and parenting. The planned topics for this program include literacy, nutrition, childcare, music/recreation, school readiness, car seat safety, creativity/arts, infant development, STEAM, and learning in nature. Our first program was completed by Dr. Constance Beecher, Professor of Education at Iowa State University. We plan to reach out to local and state partners to provide additional programs. Families have the opportunity to pick up a Scholastic tote bag with a few books. At this time, we are moving this program online and will be utilizing Webroom, a free interactive classroom platform along with Screen Flow, an editing program to ensure the videos are published with quality. We plan to record one a month. With the assistance from Dr. Beecher, we plan to submit an article to the Journal of American Library Service for Children, Children and Libraries (peer-reviewed) in the future.
9. Staff would like to see the chromebooks being used more as they were grant funded. With all programs being virtual they would likely just sit here at the library not being used. We would like Trustees to consider lending them out with proper policies and procedures in place.

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

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

Committee reports from the Personnel and Buildings and Grounds Committees included an update regarding the metasys setpoints for the occupied and unoccupied temperatures. The committee will look into the humidification equipment and costs to update.

Under old business, Williams asked if Trustees would like to change or update the current reopening plan. Trustees discussed and will continue with the current plan. Williams also provided a long range plan update and completed and in progress activities. Williams also mentioned that hotspots were something we had discussed at the beginning of the year and pursued funding through the Friends. The Friends will provide funding for 10-15 hotspots. Trustees were given a drafted policy to review. Discussion ensued on the ability to recover costs for hotspots not returned. Williams will look into the deposit route and determine how this could be accomplished.

Under new business, the Annual Meeting with election of officers proceeded. A motion to nominate Heather Frese as President was made by Nystrom and seconded by Niemants and carried unanimously. A motion to nominate Irwin as Vice President was made by Posch and seconded by Kobernusz and a second motion to nominate Waldman as Vice President was made by Nystrom and seconded by Niemants. Motion to close nominations made by Nystrom and seconded by Waldman. Irwin – 1 vote and Waldman- 3 votes. Waldman is elected Vice President. A motion to nominate Kobernusz as Treasurer was made by Niemants and seconded by Nystrom and carried unanimously. Committee members are as follows: Building and Grounds: Nystrom, Niemants, Posch. Personnel: Frese, Waldman, Kobernusz. Publicity: Rardin, Irwin, Hanna.

The meeting was adjourned at 6:10 p.m. on a motion by Kobernusz and seconded by Waldman and carried unanimously.

Respectfully submitted,

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

Jamie Williams, Director