

ERICSON PUBLIC LIBRARY

AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

Place: LIBRARY MEETING ROOM
Date: September 21, 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 September 21, 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/85134336643?pwd=My9HdWpqVUhCMdMvNnRtVE1DSnNHQT09>

Meeting ID: 851 3433 6643

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, October 19, 2020, 5PM

The Board of Trustees of the Ericson Public Library met on Monday, August 17, 2020 at 5:00 p.m. at the library.

Those present were: Heather Frese, Charles Irwin, John Niemants, Gary Nystrom, Susan Posch, Barb Rardin and Maribeth Waldman. Absent:, Kyle Hanna, Lisa Kobernusz. The meeting was called to order by Frese at 5:01 p.m. There was a quorum present. Frese thanked Rardin for her work over the last two years as Board President.

The July 20, 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 August 2020:

1. The circulation for July was 8,563. Computer usage was 609 and Wi-fi usage was 920 sessions. The meeting room was used 0 times. We provided 16 outreach visits reaching 570 people.
2. The library received funding through the Lowrey Foundation for a children's shelving unit (\$6996) and desk donations (\$10).
3. The State Library of Iowa launched a new chat service for all Iowa libraries. Staff still need to assist patrons with inquiries and provide the level of service they are used to while reducing the health risks associated with face-to-face interactions. A chat service is a better way to serve our customers by answering questions or providing information virtually and online. Contactless, easy, fast and effective. Through the State Library's CARES Act Bold360 project, we now have an easy to deploy chat solution for our website. Customers will be able to access that chat window and initiate a chat by clicking the chat button that will be visible directly on our website, regardless of whether customers access the site via a mobile device or desktop. This will be added in the next month!
4. The Summer Reading Program ended in July. A quick overview includes:
 - *We had a total of 175 children participate, with 20 of them from Kids Club and 84 adults.
 - *Kids read or were read to a total of 46,770 minutes, teens read 8,555 and adults 47,124 minutes.
 - *We offered virtual storytimes, storytime with Lisa Cook, a virtual magic show, two programs from Omaha Zoo, two programs from Blank Park Zoo, a weekly virtual code club, and a new partnership program with United Through Reading. Total programs for children were 31 with a total attendance of 2,773. Teens and adults also had a variety of fun virtual programs and although our overall numbers were down, this was a trend for libraries with our pandemic situation.
 - *Although we started a new tracking system this year, we did not have a lot of questions or concerns. We are planning to use Beanstack beyond summer reading.
 - *We were grateful that Burger King, Dutch Oven Bakery, McDonalds, The Book Shoppe, and Tropical Sno provided incentives for children.

5. I will be working with staff on a marketing video for the library. We really want to feature the library's services, collections, programs and staff to show others all the great things we're working on. During this time when some libraries are limiting their scope of services, our library is trying to provide more- just in a different way! We hope this will connect with our customers and keep them more engaged, increase awareness and feel more connected to their community.
6. The Children's self checkout unit is not operating. I've called Bibliotheca to troubleshoot over the phone; however they will need to send a tech to repair on site.
7. The Children's Department has worked diligently over the past years to weed out the children's picture book collection to ensure it meets the current needs of children. This weeding process has allowed the library to expand the collection with new and popular picture books. However, even with careful assessment of the collection and weeding we have outgrown the current space with crowded shelves. We requested funding through Lowrey for a new shelving unit to expand the space and allow the preschool and kindergarten age children more access to books specifically geared for their reading level. Shelving units are expensive and we are glad to have this funding to add a new shelving unit this fall!

Williams also noted the damage from the storm and submitting it to the City's insurance to be covered. A motion to accept the Director's report was made by Rardin and seconded by Posch and carried unanimously.

The financial reports for August were examined and filed. A motion approving the financial report and payment of warrants was made by Posch and seconded by Rardin and carried unanimously. Nystrom requested additional budget information and will provide the information via email.

No committee reports but Williams will reach out to Construct to see if there is an update on when the project will begin.

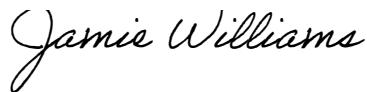
Under old business, Williams asked if Trustees would like to change or update the current reopening plan. Trustees discussed and will continue with the current operating hours. Williams will evaluate requests for Saturday hours with the upcoming school year beginning a little later. Williams also informed Trustees of meeting room requests. After some discussion, Trustees recommended only one meeting per day be scheduled so that cleaning can occur by janitorial staff and not entail more cleaning by staff. Williams also provided a long range plan update and completed and in progress activities. Williams also provided an update on the hotspots deposits and research from around the state and recommendation of the City Attorney. Discussion ensued with many perspectives offered regarding deposits, the role of libraries and hotspots, a variety of pilot project options, policy updates and fees. Trustees would like to see an updated policy with requested changes along with an agreement that includes charges and fees. Trustees will review at next meeting

and have a tentative plan to do a month pilot project and evaluate at the end of the month to review if changes need to be made.

Under new business, Williams let Trustees know that September is the month she sets aside for Board Development. With many webinars being virtual and having emailed them out, Williams asked if Trustees are finding that preferable or if they would like her to plan the next meeting with Board Development. Trustees value the in-person meeting and discussion that occurs and would like to continue on that path. Williams will plan to provide an hour of Board Development at the September meeting.

The meeting was adjourned at 6:16 p.m. on a motion by Posch and seconded by Rardin and carried unanimously.

Respectfully submitted,

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

Jamie Williams, Director