



# ERICSON PUBLIC LIBRARY

## AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

Place: LIBRARY MEETING ROOM  
Date: December 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 December 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/84698768084?pwd=djR6aDMvUW4vOUN6bXk0TG03MlVWYz09>

Meeting ID: 846 9876 8084

Passcode: 916538

- 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. FY22 Budget, FY22-25 CIP

I. New business

1. Handicap parking and signage
2. December 24 closing

J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: Monday, January 18, 2020, 5PM

The Board of Trustees of the Ericson Public Library met on Monday, November 16, 2020 at 5:00 p.m. at the library.

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

The October 19, 2020 meeting minutes were presented by Williams. A motion to accept the minutes was made by Rardin and seconded by Posch and carried unanimously.

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

1. The circulation for October was 9,397. Computer usage was 822, Wi-fi usage was 984 sessions and website visits were 1,796. The meeting room was used 17 times. We provided 3 outreach visits reaching 86 people.
2. The library received a donation from Ardis and Theodore Clinkenbeard (\$20,000) and a memorial donation (\$25) for Karen Hesser from Michael and Margaret Mahoney. We deposited \$0 from the Friends cart and room sales.
3. The Friends still have their annual fall booksale going on. The book bundles are available on the 2<sup>nd</sup> floor for purchase! Spread the word, our book storage room is overflowing and it is a free will donation! Stock up on great books!
4. We have been dealing with some staffing issues with COVID exposures and so far have been able to remain open with enough staff to cover desk shifts. I can say that it has been a challenge and has kept some staff out for weeks at a time and other staff working long shifts at the desk and not being able to get other tasks completed. If we get to a point where we don't have the staff healthy to continue operations, we may need to close temporarily. The city has recently mandated all staff to wear masks. We have been doing this since March, and we also have extra protocols in place. Many staff wear gloves and have a good cleaning protocol. We will continue to maintain this, but are hoping the city will mandate masks in all city buildings. We have also continued 1 meeting room appointment per day, however we will now require folks to use masks when their group is 25 people. We also have staff concerned about providing computer help with the inability to socially distance 6 feet. Some staff have refused to assist in this manner because they are uncomfortable. A request to work remotely for staff has been expressed, however part of the problem is that you still need staff to cover desk shifts and how do you decide what is fair when deciding who will and will not cover. To say it has been challenging is putting it lightly.
5. We were able to do our community dialogue on *COVID-19 and Equity* via Zoom. We had many great discussions and ideas come out of it. We will be putting those ideas to paper and doing a summary of the conversations so that we can work with the partners who expressed interest in continuing to work together on these issues. We were impressed with the attendance and are looking forward to working with these partners!

6. With limited staffing and the interest from one of our best library pages, Margaret VanDyke, has been promoted to a library assistant to be able to cover on any desk when needed. This allows us more flexibility in covering desk shifts and because she has worked here for a over a year, training has gone very well and she has caught on quickly! With her increased responsibilities and changing job title, I am requesting her to be paid what a library assistant hourly rate starts at.
7. The Annual Report with the State Library was submitted. I have the updated numbers and summary of our last year in a report that really highlights the impact of our services. With our numbers lower, I wanted to ensure that I pointed out connections from the data and statistics we have to the outcomes. I sought out patrons and staff with impact stories to show how the library changes people's lives and how we address community goals and challenges. In looking back on the impact of Covid and the affect it has had on services and the Boone community, I can express without a doubt that our library continues to serve our community every single day in every way we can. We have made some tough choices during unprecedented times, but know that our services enhance people's quality of life. I am proud of the way staff have found new and innovative ways to bring the library into people's homes. I will be presenting the library's Annual Report at the December 7<sup>th</sup> City Council meeting.

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

The financial reports for November were examined and filed. A motion approving the financial report and payment of warrants was made by Rardin and seconded by Kobernusz and carried unanimously.

The Building and Grounds committee met to discuss CIP requests and project priorities. An engineering bill along with handicap signs was discussed along with general follow up regarding the Greene Street parking.

Under old business, Williams provided an update on the library and handling the pandemic issues. With more exposures and positive cases, Williams asked if Trustees had guidelines to follow as staff has expressed apprehension. Some Trustees expressed concern regarding staff not being in an enclosed area and unable to socially distance with patron assistance at times; with a desire to go to curbside as it is a danger to staff. Other Trustees expressed staff being safe and cautious at this point and encouraging time limits to patrons with the new proclamation. Williams will continue to monitor the percent of positive cases and if there is an increase evaluate if curbside is the safer approach.

Under new business, Williams presented some numbers for FY22 budget. With trying to maintain status quo some budget lines need to be increased but budget will remain relatively stable with the addition of requesting \$25,000 for the controls CIP. Williams will see how the budget numbers come out with departmental budget requests and bring it back

to the Board in December for approval. The library's Annual Report was presented with Director Williams expressing much appreciation for the staff that worked so hard this last year to make it through the challenges and create impact not only locally but virtually across the country. Trustees also expressed how impressive and happy people are with the library's services. Williams requested Van Dyke's salary is increased with her promotion to \$9.50 an hour. A motion to approve Van Dyke's salary to \$9.50 was made by Kobernusz and seconded by Nystrom and carried unanimously.

The meeting was adjourned at 6:18 p.m. on a motion by Nystrom and seconded by Waldman and carried unanimously.

Respectfully submitted,



Jamie Williams, Director