



ERICSON PUBLIC LIBRARY

AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

Place: LIBRARY MEETING ROOM
Date: March 15, 2021 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 March 15, 2021 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 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/82546836123?pwd=cnR4cFNFRkxWVVFBU0s2d1pGZ25kQT09>

Meeting ID: 825 4683 6123 Passcode: 114124

- 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
 - 1. Building and Grounds
- H. Old business
 - 1. Pandemic update
 - a. Adding Saturday

I. New business

1. Polaris, ILS options
2. Premium CloseBy® Text Marketing Program

J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: Monday, April 19, 2021, 5PM

The Board of Trustees of the Ericson Public Library met on Tuesday, February 16, 2021 at 5:00 p.m. at the library.

Those present were: Michael Carr, Heather Frese, Charles Irwin, Lisa Kobernusz, John Niemants, Susan Posch, Barb Rardin and Maribeth Waldman. Absent: Gary Nystrom. The meeting was called to order by Frese at 5:02 p.m. There was a quorum present.

Correspondence included thank you recognition from the US Census 2020 in helping achieve a successful 2020 census.

The January 18, 2021 meeting minutes were presented by Williams. A motion to accept the minutes was made by Irwin and seconded by Rardin and carried unanimously.

The Director's report contained the following items for February 2021:

1. The circulation for January was 8,784. Computer usage was 716, Wi-fi usage was 780 sessions and we had 1,607 visits to our website. The meeting room was used 13 times. We provided 5 outreach visits reaching 258 people.
2. The library received memorials for Bob Fisher from John and Ronda Lewis (\$30), Paul and Nancy Jacobsen (\$30), Tony and Patty Mack (\$30), Richard and Carolyn Finnestad (\$25), Lori and Joe Redeker (\$100), Mike and Susan Keraus (\$25), Dino and Nadine Rosene (\$25), Barbara Shedd (\$25), C Eugene and Charlotte Stewart (\$20), Mo and Georgia Kelley (\$20), June and Richard Isaacson (\$25), Bill and Diane Curran (\$60), Farmers National Company (\$25). Memorial donations for Marcella Conlin from Robert and Margaret Gittens (\$25), Gretchen Stark (\$25), Hastings Funeral Home (\$100). The library received \$32 for library sales and \$33 in desk donations.
3. Alliant Energy completed their energy audit January 8th. A full report is available with additional information highlighting that since the previous energy audit of the facility in 2018, there has been a 25.4% decrease in annual electric usage and a 21.2% decrease in annual gas usage at the building. These energy use reductions have resulted in flat electric costs and a 26% reduction in gas costs. The building's annual electric and gas usage from the last year is better than the national median for libraries. This can be explained partly by the use of efficient lighting and HVAC equipment. Prescriptive rebates are addressed for further savings.
4. Margaret VanDyke, a library assistant, will be moving out of the state, with the library looking to hire someone to replace her position. We hope to fill the position as soon as possible.
5. We will have Chris work on repairing the plaster in the children's stairwell in the upcoming weeks. The stairwell has been an eyesore for some time. I had tried to have it repaired and repainted through a grant years ago that was not awarded. My plan is to use the Enrich Iowa money that we typically use for large print. The Walters memorial funding is covering our large print books and will continue to through the rest of the year. Zach and I have talked about how to make that stairwell more inviting and kid

friendly, so it would be nice to add some color and better signage. Chris is also working with me on planning for the FE Technologies 24/7 Check-In Chute that will be installed for interior RFID item returns. Ideally installation would occur this spring and be funded through the recent large donations from Eckstein and Clinkenbeards. With the large print donation, we are running out of room for large print nonfiction and may need to move around shelving and purchase new shelving for the teen area since both collections are expanding.

6. This year AARP will not be providing tax appointments with their volunteers here at the library. In the past we had a group of volunteers with AARP come in Friday mornings to provide tax service to older low income individuals from January through April. The site manager let me know in December that it would be unlikely to happen with the covid risks to volunteers. She did ask if we would be willing to host as a site, which I indicated we would but without the volunteers to run the service, it appears we will not be a host site this year. This does mean that staff may be fielding more questions than normal about filing and forms. It may also mean more tech tutor sessions with many of these patrons unable to file their taxes without the assistance. The IRS does provide free filing for state and federal taxes to individuals who make under \$72,000.
7. I am investigating a potential grant collaboration project with the Parks Commission/Department. The project would be for a permanent installation of a Storywalk (R). I have done some research on the costs and my preference is to request funding through the Force Board. Storywalk (R) would include about 16-22 posts with a power coated aluminum Picture Book Frames that are installed along a walking path. Storywalk frames would include pages from a children's picture book and as you stroll along the path, families are directed to the next page in the story. Pages can be accompanied by activities or information. Installations can take a variety of diverse forms. The library would be responsible for changing these out to allow families to enjoy reading and the wonderful parks together. Supporting literacy, movement and being outdoors as well as promoting the Library and Parks in the City of Boone are the primary goals. The cost of the project would be around \$6,000. The Park Commission is in support of the project so I will begin working on writing the grant.

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

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

Under old business, Williams provided an update on the library and handling the pandemic issues. Trustees input were given on meeting room use and target dates for opening on Saturday. The Board agreed to continue to evaluate but a potential target date may be April 10th.

Under new business, Williams updated Trustees on online resources to consider adding with the Beckwith Foundation donation. A motion to proceed with adding Hoopla as a new online resource was made by Irwin and seconded by Rardin and carried unanimously. Williams also stated that new shelving is recommended for the space issues in large print nonfiction. Williams provided the costs for adding new shelving and requested to purchase from memorial funds. A motion to approve moving forward to order new shelving was made by Irwin and seconded by Rardin and carried unanimously.

The meeting was adjourned at 5:37 p.m. on a motion by Niemants and seconded by Carr and carried unanimously.

Respectfully submitted,

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

Jamie Williams, Director