

Following the Governor's Emergency Public Health declaration in response to the current COVID-19 situation, this meeting will be held electronically. Public access to the meeting may be obtained by one of the following methods:

By Computer, Tablet, or Smartphone:  
Join Zoom Meeting

<https://us02web.zoom.us/j/83263767482?pwd=dmZyRVFrb21lSmlyVToraDlMTnJJQT09>

Meeting ID: 832 6376 7482

Password: 352148

By Phone:  
+1 (312) 626-6799  
Meeting ID: 920144006

The Perry Public Library Board of met in regular session on Thursday, May 14, 2020. Note: This meeting was entirely conducted electronically.

Board members Mark Miller, Margaret Ruggle, Heather Karolus, Jeremy Winter, and Rosa Gonzalez were present. Library Director Mary Murphy and Deputy Director Misty VonBehren were also present.

President Mark Miller called the meeting to order.

Agenda – Rosa Gonzalez moved to approve the agenda with Heather Karolus seconding the motion. MCU.

Minutes – The minutes were amended for a correction. Margaret Ruggle moved and Heather Karolus seconded a motion to approve the amended minutes of the April 9, 2020 meeting. MCU.

Gift Fund bills were presented with deposits and expenses explained. Heather Karolus moved and Rosa Gonzalez seconded a motion to approve checks #5939 - #5951 in the amount of \$16,304.00 from the Gift Fund and the Library line items from the FY20 City of Perry Budget. MCU.

**Unfinished Business:**

Building Project – Director Murphy reviewed the progress of the 2020 Building Project. The cost estimates from Ball Team and Hansen were reviewed. After some discussion, Rosa Gonzalez moved with Heather Karolus seconding a motion to include the circulation desk as an alternate in the project. MCU. We will have a meeting tomorrow with the Architect Dana Pedersen to finalize finishes and drawings.

Health Initiatives – Director Murphy reported that three of the four Health Initiative Book Discussion Kits are ready to be put into service. The health topics highlighted in the book discussion kits are Heart Health, Mental Health, Healthy Aging, and Family Health History. The StoryWalk™ panels have arrived and the cement pads are being poured by Perry Public Works Department. With good weather, it is estimated that we should be able to "open" the StoryWalk™ on June 1, 2020. The StoryWalk™ is 15 story panels with Challenge

Activities having five story panels engaging participants in some physical challenge, for instance, jumping jacks. The Challenge Activities are located toward the east and around the gazebo.

#### New Business:

Reopening – Governor Reynolds proclaimed that libraries may reopen on May 15, 2020. Given the prevalence of the corona virus in Dallas County and particularly in Perry, the library will not be opening on May 15, 2020. Director Murphy will put in place a procedure to accept library materials back with a tentative date of June 1, 2020 to begin this service. Director Murphy will create a reopening plan that will be a phased-in plan. The situation is very fluid and will be discussed more at the May 28<sup>th</sup> special meeting. The staff is planning a virtual Summer Library Program for children, teen, and adults.

#### Librarian's Report:

Statistics – We have seen another month of increase in the Library online resource use.

The Perry Public Library has been closed since March 16, 2020 due to the coronavirus pandemic. We still do not know how long we are going to be closed. The closure of all Perry public buildings was thought through carefully considering the developments of the ongoing pandemic and advice of state and local health authorities. Our major concern is the health and safety of our community. Early social distancing has been found to be one of the major factors in slowing the spread of the coronavirus.

With the large outbreak of corona virus in Perry, it will be some time before we consider opening to the public. We are working on a procedure to return library material to the library. But it will not happen yet.

The library is still offering curbside service during this time. We are also offering Activity Kits for families with children in the following age groups: Preschool, K/1, 2/3, 4/5. Curbside service is available on Monday through Friday 10am-5pm and Saturday 10a.m.-2p.m. Call us at 515-465-3569 to place a curbside order of materials.

"Online Storytime with Miss Suzanne" started on March 31, 2020 and will continue Tuesday and Thursday mornings at 9:30 a.m. You can connect through the link on our website.

For Perry residents, you can obtain a digital library card by filling out the form on our website [www.perry.lib.ia.us](http://www.perry.lib.ia.us) or calling the library, 515-465-3569.

At this time we are encouraging our patrons to use our website, [www.perry.lib.ia.us](http://www.perry.lib.ia.us) and the tools and resources available there, including eBooks and eAudiobooks, streaming video, digital learning tools, and more. We are posting virtual tours, fun storytimes and a lot more adventures on our Facebook page and website.

Free Book Friday started on March 28, 2020 with the library donating books to the elementary schools to hand out books with their Grab and Go lunches. The book giveaway started up again last week.

We have been planning an all virtual summer library program with the KidsFest being the finale on July 25<sup>th</sup> not the Kickoff on June 6<sup>th</sup>. If we do open later in June or July, we will adapt the programming to in person.

/ Work has begun on the StoryWalk™. Cement was poured starting on May 7. It will take a while to get all the cement poured and the StoryWalk™ panels mounted. It has truly been a collaboration between the library, the parks and Rec and Public Works. The Perry Public Works employees are digging the grass out, placing the framing for the cement pads, and pouring the cement. The Parks and rec employees are putting together the StoryWalk™ Panels and posts and mounting them on the cement pads. Miss Suzanne is deconstructing two 'Chicken Little' books for the story pages that will be placed in the panels.

Reopening Plans – I have been collecting many examples of reopening plans from other libraries (both here in Iowa and across the country) to form our own best way to reopen whenever that may be. Many webinars and discussions are being held about this very subject.

#### Board Education: E-Meetings from the Iowa League of Cities - Guidance for Holding Electronic Meetings

In light of recent federal and state agency warnings related to COVID-19, cities may feel the need to conduct city council and board (Library Board)/commission meetings electronically. This is permitted under Section 21.8 of the state code and a recent press release from the [Iowa Public Information Board \(IPIB\)](#) offers guidance on how to comply with the law.

In most cases in the past, the use of Section 21.8 was to allow a single council member to join a meeting electronically from a remote location (typically via conference call). However, the state code does permit an electronic meeting where all members participate remotely when an in-person meeting is "impossible or impractical." In either case, the city must ensure there is public access to the meeting and the notice requirements still apply (at least 24 hours before the meeting, a notice and agenda must be posted). Minutes of the meeting must also be taken and include a statement detailing why an in-person meeting could not be used. If a conference call or video conference is to be used, providing call-in details and/or a link to the online meeting to the public can help provide reasonable access.

For cities doing electronic meetings, here are a few ideas to help ensure they are successful:

- Research and choose platform that suits the city's needs (there are numerous conference call and web conferencing options, including Zoom, GoToMeeting, Webex and more)
- Assign city official to manage the meeting software
- Test meeting software prior to meeting
- List electronic meeting details on meeting agenda/notice to the public (include call-in and web conference details, provide instructions to public on how they can join meeting)
- At beginning of meeting, mayor announces how public can participate (if applicable), procedures for making comments and have all speakers identify themselves before speaking
- Meeting manager should be prepared to mute/unmute remote speakers as necessary throughout meeting to minimize interruptions
- Use roll call voting to ensure each council member vote is easily understood
- If possible, record meeting so it can be shared with public (this does not replace the requirement to complete minutes of the meeting)

Related to this is the possibility of needing to hold a meeting without providing 24 hours' notice for emergency purposes. This is permitted under Section 21.4 of the state code, which says if 24 hours' notice is impossible, the city shall provide as much notice as possible. Also, the city must explain in the minutes the reason for holding the meeting without providing 24 hours' notice.

The next special meeting is scheduled for Thursday, May 28 at 8 a.m. in the library's small meeting room or may be held electronically depending on the Covid-19 situation. The next normally scheduled meeting is scheduled on Thursday, June 11, 2020 at 8 a.m. in the library's small meeting room or may be held electronically depending on the Covid-19 situation. The public is always welcome.

Heather Karolus moved to adjourn the meeting with Jeremy Winter seconding. MCU. Meeting adjourned.

Respectfully submitted, Mary K. Murphy, Library Director