

Public Meeting Notice and Agenda

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES

will hold a Special Meeting on

Thursday, August 13, 2020 at 8 a.m.

THIS MEETING WILL BE HELD ELECTRONICALLY.

PUBLIC INPUT CAN BE PROVIDED BY GOING TO THIS WEB ADDRESS:

By computer, tablet, or phone:

Join Zoom Meeting

<https://us02web.zoom.us/j/86061733527?pwd=Y2VBNm5ScGNRHRB2VFZrclhsSmx6QT09>

Meeting ID: 860 6173 3527

Passcode: 50220

Dial by your location

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**The format of this meeting is due to the
State Public Health Emergency Declaration regarding Covid-19
and will be conducted pursuant to
Iowa Code 21.8 and the Proclamation of Governor Kim Reynolds
dated March 19, 2020.**

1. Roll Call
2. Approval of Agenda
3. Approval of July 16, 2020 Meeting Minutes
4. Approval of Financial Statements: Gift Claims and City of Perry Library Line Items
5. Unfinished Business:
 - a. Building Project
 - i. Change Order #1 for the repair of the power and conduit in the floor of the women's bathroom for \$2,800
 - b. Health Initiatives Grant
 - c. Reopening Plan
6. New Business
 - a. Behavioral Policy
 - b. Annual Report FY19-20
7. Board Education
8. Open Forum
9. Next Regularly Scheduled Meeting is on September 10, 2020 at 8 a.m.
10. Adjourn

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 phone:

Join Zoom Meeting

<https://us02web.zoom.us/j/89984113030?pwd=amlxbDBCN2NrTXNneTIQMW5jTDhqZz09>

By Phone:

1(312) 626-6799 Meeting ID: 899 8411 3030 PW: 50220

The format of this meeting was due to the State Public Health Emergency Declaration regarding Covid-19 and will be conducted pursuant to Iowa Code 21.8 and the Proclamation of Governor Kim Reynolds dated March 19, 2020.

The Perry Public Library Board of Trustees met in regular session on Thursday, July 16, 2020. Note: This meeting was entirely conducted electronically.

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

President Mark Miller called the meeting to order.

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

Minutes – Margaret Ruggle moved and Jeremy Winter seconded a motion to approve the minutes of the June 11, 2020 and June 25, 2020 meetings. MCU.

Financial Statements – Gift Fund bills were presented with deposits and expenses explained. Heather Karolus moved and Margaret Ruggle seconded a motion to approve checks #5963 - #5979 in the amount of \$2,947.58 from the Gift Fund. MCU.

Unfinished Business:

Building Project – The library is almost packed up. The PODS are being delivered today. The plan is to move the library offices on July 24th to the lower level of the Carnegie Library Museum. We would continue with the current services being offered to our patrons: curbside delivery of library materials, copying, scanning, faxing, printing, and Notary along with computer use by appointments. IT Consultant Mark Kacmaryski has set up the infrastructure for us to relocate our computers, phones, and copying machine to the Carnegie Library Museum. Construction will start on July 27, 2020. They will first take down the Priscilla Sage Fabric sculpture in the south nave of the library. Mary Rose Nichols will be taking down the cranes in the foyer and store for safe keeping during the renovation.

Health Initiatives – Programming has continued with our partner ISU Extension and Outreach with *Kids in the Kitchen*, *Designing Your Own Diet!*, and *Is It Whole Grain?* The StoryWalk™ was launched on June 17th along with the Challenge Activities. The Pattee Park Soccer Complex Fish Pond and walk signage along with the Tree Farm signage is now posted.

Reopening –Phase 2.5 of the Reopening Plan was initiated on July 1, 2020. We started taking appointments for in-library computer use. We will continue to evaluate the data for consistent downward trend on positive cases and deaths in Dallas County and the other counties nearby (Greene, Guthrie, and Boone). Although the Governor has given permission for libraries to open under certain conditions (50% capacity and increased sanitation), we need to be cautious to protect public health of patrons and staff. Director Murphy is continually evaluating data and other libraries’ reopening experiences to ascertain what the path is to reopening our library.

New Business: None.

Librarian’s Report:

Statistics – Discuss at meeting.

We are now in Phase 2.5 of our Phased-In Reopening Plan.

Date – July 1, 2020

Criteria to Implement

- Dallas County Covid-19 statistics are declining
- Governor recommendation & Phase 2 of Federal Reopen Plan
- Gatherings of fewer than 10 people allowed
- ALA and State of Iowa Library recommendations
- Bars, restaurants, and other establishments allowed to serve groups of people
- Non-essential businesses open with limited services
- Similar organizations open (other libraries, science center, youth sports, schools) operating with positive results

Library Services

- Accept returns with continued cleaning and quarantine protocols
- Curbside service continues for materials, copying, printing, faxing, and Notary
- Computer use with restrictions by appointment, must clean before and after
- No meeting rooms used
- Programs: online only
- Outreach: suspended
- No library material donations accepted

Library Hours

- 10 a.m. to 7 p.m. Mon – Thurs
- 10 a.m. to 6 p.m. Fri
- 10 a.m. to 2 p.m. Sat

Library Staffing

- Limit staff in building to FT and 2 PT at any one time
- Staff to maintain physical distancing as much as possible with PPE

Needs

- Procure PPE masks, gloves, googles/glasses and hand sanitizer, disinfecting wipes, and disinfectant - supply assured
- Staff encouraged to wear PPE
- Training: Safety and new library procedures
- Signage: Safety and Directional
- Promotion via website, social media, and city
- Building supplies: cleaning products and toilet paper, supply assured
- Expanded cleaning service
- Update to encourage patrons to have short visits, no large groups, no congregating, encourage the use of masks and hand sanitizing as entering the building
- Update policies if needed

Concerns

- Patron and staff susceptibility to infection
- If staff infected, do library staff quarantine and library closes?
- Deep cleaning of library?
- Is public notified if library staff tests positive?

Summer Library Programs continue. All Children's, Teens, and Adult Programming are virtual and will be conducted with Zoom software. No face-to-face programming is planned. *Imagine Your Story* is our theme this year and we partnering in our programming with ISU Extension and Outreach for the children and adult programs: *Kids in the Kitchen*, *Design Your Own Diet* and *Is It Whole Grain?*

We had planned to have the KidsFest 2020 as the Finale on July 25 instead of the Kickoff on June 6th. Director Murphy has cancelled the KidsFest for July 25, 2020 given the uncertainty of the Covid-19 situation. If the situation changes, we may have an event in the Fall when we reopen after the renovation.

Free Book Friday started on March 28, 2020 with the library donating books to the elementary, middle and high schools to hand out books with their Grab and Go lunches. We delivered all the books to Perry Elementary School Library on Thursday May 28, 2020. The school will continue giving out Grab 'n Go Lunches until the end of July. Please see attached summation of books ordered for this program. A total of **4,850** books have been given to the Perry schools for the Free Book Friday program. Total cost of the Free Book Friday program was \$7,667.86.

The next normally scheduled meeting is scheduled on Thursday, August 13, 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.

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

Respectfully submitted, Mary K. Murphy, Library Director

Register Report

7/2/2020 through 8/7/2020

8/7/2020

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Date	Account	Num	Description	Memo	Category	Amount
BALANCE 7/1/2020						19,118.33
7/14/2020	Checking	DEP	... Deposit	A Bambrick	Gifts And Memorials	235.00
				Pat Young Donation	Gifts And Memorials	20.00
				HyVee Bag Promotion	Gifts And Memorials	20.00
					Gifts And Memorials	144.00
7/14/2020	Checking	DEP	Deposit	Cash Register	PPLF	2,100.00
7/23/2020	Checking	DEP	Deposit		Gifts And Memorials	77.60
7/28/2020	Checking	DEP	Deposit		Health Grant Reimburse...	2,586.98
8/5/2020	Checking	DEP	Deposit	Auto Deposit	PPLF	2,100.00
8/5/2020	Checking	5980	...Wells Fargo Visa		Programming	-36.88
				FB Boost	Marketing Services	-155.54
				StoryWalk-TM Expen...	Health Grant Expenses	-164.48
8/5/2020	Checking	5981	...Fareway	Kids in the Kitchen	Children's SLP 2020	-26.92
				Is It Whole Grain?	Adult SLP 2020	-43.38
				Storage Bags	Office Supplies	-10.16
				Is It Whole Grain?	Adult SLP 2020	-97.38
					Courtesy Expenses	-22.93
8/5/2020	Checking	5982	Wells Fargo Visa	Fall Storytime Supplies	Children's Activities	-34.69
8/5/2020	Checking	5983	...Ben's Five And Dime		Children's Activities	-2.79
				Muslin	Office Supplies	-65.01
8/7/2020	Checking	5984	City Of Perry	July 2020	Credit Debit Card Reve...	-21.35
7/2/2020 - 8/7/2020						6,602.07

BALANCE 8/7/2020 **25,720.40**

Banking Summary
7/2/2020 through 8/7/2020

TOTAL INFLOWS	7,283.58
TOTAL OUTFLOWS	-681.51
NET TOTAL	6,602.07

Category	7/2/2020- 8/7/2020
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INCOME

Gifts And Memorials	496.60
Health Grant Reimbursement	2,586.98
PPLF	4,200.00
TOTAL INCOME	7,283.58

EXPENSES

Adult SLP 2020	140.76
Children's Activities	37.48
Children's SLP 2020	26.92
Courtesy Expenses	22.93
Credit Debit Card Revenue to City Hall	21.35
Health Grant Expenses	164.48
Marketing Services	155.54
Office Supplies	75.17
Programming	36.88
TOTAL EXPENSES	681.51

OVERALL TOTAL **6,602.07**

**Perry Public Library
City of Perry Line Items
August 5, 2020**

GL Budget Report: CULTURE & RECREATION - LIBRARY

Account Number	Account Title	Total Budget	YTD EXP	YTD Balance	Pct Expded
General Fund					
001-410-6010	WAGES	\$181,648.00	\$20,818.65	\$160,829.35	11%
001-410-6020	WAGES - PT	\$54,500.00	\$6,613.44	\$47,886.56	12%
001-410-6310	REPAIR & MAINTENANCE BLDG	\$1,000.00	\$27.75	\$972.25	3%
001-410-6371	UTILITIES	\$32,000.00	\$5,319.82	\$26,680.18	17%
001-410-6373	TELEPHONE	\$4,500.00	\$356.79	\$4,143.21	8%
001-410-6408	INSURANCE TORT/GENERAL	\$6,330.00	\$0.00	\$6,330.00	0%
001-410-6413	CONTRACT SERVICES	\$16,000.00	\$1,742.93	\$14,257.07	11%
001-410-6490	CONSULTANT & PROFESSIONAL	\$9,500.00	\$0.00	\$9,500.00	0%
001-410-6506	OFFICE SUPPLY	\$5,000.00	\$292.33	\$4,707.67	6%
001-410-6508	POSTAGE & SHIPPING	\$2,500.00	\$17.90	\$2,482.10	1%
Benefit Fund					
112-410-6110	SOCIAL SECURITY	\$18,065.00	\$1,964.54	\$16,100.46	11%
112-410-6130	IPERS	\$22,292.00	\$2,272.76	\$20,019.24	10%
112-410-6150	PREMIUMS HEALTH INSURANCE	\$66,526.00	\$10,577.90	\$55,948.10	16%
112-410-6152	PREMIUMS/LIFE/DISABILITY	\$1,055.00	\$87.95	\$967.05	8%
112-410-6160	WORKERS COMPENSATION	\$303.00	\$99.82	\$203.18	33%
Capital Funds					
121-410-6721	CAP OUTLAY-FURN/FIXTURES	\$72,135.00	\$0.00	\$72,135.00	0%
121-410-6723	CAP OUTLAY-HEAVY EQUIP	\$0.00	\$0.00	\$0.00	0%
121-410-6725	CAP OUTLAY-OFFICE EQUIP	\$10,000.00	\$0.00	\$10,000.00	0%
121-410-6770	CAP OUTLAY - LIBRARY	\$40,000.00	\$4,198.20	\$35,801.80	10%
122-410-6750	CAPITAL/BUILDING	\$29,000.00	\$2,677.75	\$26,322.25	9%
Gift Fund					
167-410-6520	MISCELLANEOUS	\$45,000.00	\$0.00	\$45,000.00	0%
167-410-6770	CAPITAL/BOOKS	\$25,200.00	\$0.00	\$25,200.00	0%
LIBRARY TOTAL		\$643,554.00	\$57,068.53	\$586,485.47	9%

Mary Murphy

From: Dana Pedersen <dana.pedersen@ethos.archi>
Sent: Wednesday, July 29, 2020 12:56 PM
To: Mary K. Murphy (mmurphy@perry.lib.ia.us)
Subject: FW: Perry Library RFI #1

Mary,

Here is the information regarding the Change for the repair of the power and conduit. As we discussed on the phone, this would come from the contingency.

Description from Blue Ribbon Builders:

In demolition of the concrete in women's restroom the electrical conduit from main power to subpanel LB was damaged, photos attached.

Our recommendation for repair is to remove the existing cabling, repair the pipe and pull in new cabling to the relocated panel.

The electrical contractor estimates that their cost to us will be approximately \$2,800.00.

We are prepared to proceed here as soon as possible in an effort to insure uninterrupted power to the library data server.

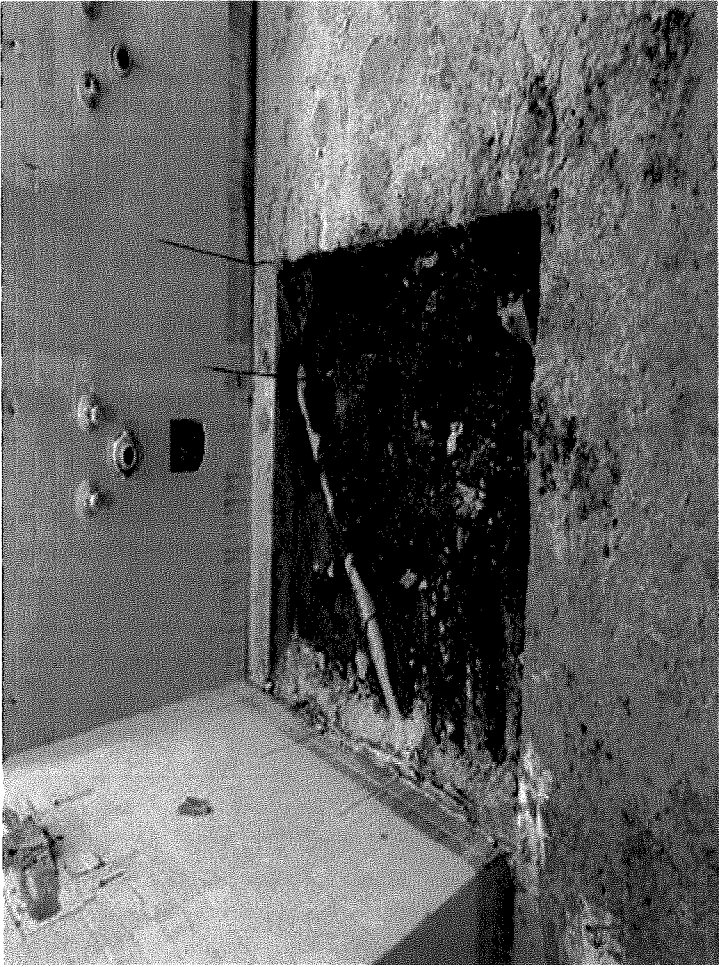
Here is the response from our electrical engineer, which I agree with:

This appears to be a really unfortunate, unforeseen field condition. Given the nature of the original install, I'd say this result was essentially unavoidable.

The cost associated is very reasonable. I would recommend approval to get this fixed as soon as possible.

Also, below are photos. Let me know if you need anything else. Thank you!















Dana Pedersen, AIA, NCARB
Senior Project Manager | Project Architect



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Behavior Policy

1. The Perry Public Library is designed for the use of all members of the public. Patrons are expected to observe the rights of other patrons and staff members and to use the library for its intended purposes.
2. The Staff has responsibility for enforcing discipline within the library.
3. The Staff determines when behavior is inappropriate in the library.
4. Response to inappropriate behavior should be immediate.
5. The following kinds of behavior will not be allowed in the library:
 - a. Any behavior that endangers the safety or health of others.
 - b. Violation of any local, state or federal law within the library.
 - c. Vandalism or deliberate destruction of library material.
 - d. Theft of library materials or the personal property of other patrons or staff members.
 - e. Deliberate disruption of library procedures.
 - f. Use of abusive language at other patrons or the staff.
 - g. Deliberate use of the library for inappropriate purposes; e.g. sleeping.
 - h. Loud talking or laughing which disturbs or could disturb other patrons.
 - i. Eating or drinking in areas not designated for these activities.
 - j. Inappropriate dress.
 - k. Smoking in any area.
 - Smoking and the use of tobacco products (examples include but are not limited to cigarettes, electronic cigarettes, cigars, chewing tobacco, snuff, pipes, snus, etc.) at or on company property is strictly prohibited at all times. This includes any emerging tobacco product or simulated smoking device. This also includes all nicotine products not regulated or approved by the Food and Drug Administration (FDA). The distribution or sale of all tobacco products is also prohibited.
 - Prohibition includes any and all buildings, owned, leased, rented and areas maintained by Perry Public Library any grounds, parking lots, or contiguous sidewalks; and in vehicles owned or leased by Perry Public Library.
 - All employees, visitors, vendors, volunteers or any person coming on grounds or on company property must comply with this policy. Any employee who violates this policy will be subject to disciplinary action in accordance with the written personnel policies contained in the employee handbook and enforced by the employee's direct supervisor.
 - l. Other kinds of behavior deemed inappropriate by the staff.

6. Procedure.

- a. Warning. In most cases, patrons who are behaving inappropriately in the library will be given one warning and asked to behave in an appropriate manner.
- b. Expulsion. Patrons who refuse to behave more appropriately after one warning will be asked to leave the library.
- c. Calling the police. In cases where patrons pose a clear danger to themselves or others, or where there is deliberate violation of the law, or refusal to leave the library after being asked to leave by the staff, the staff is authorized to call the police.

Reviewed August 13, 2020

Board Overview

	FY 2019-2020	FY 2020-2021 Year to Date	Fiscal Year % Change	Jul.	Last FY July
Volumes Held at Start of Period	110,940		0.03%	110,969	59,031
Freegal Music Circulation	295	41	66.78%	41	2
Electronic Audiobook Circulation	2,185	185	1.60%	185	234
Electronic Book Circulation	2,999	279	11.64%	279	237
Electronic Video Circulation	417	15	-57%	15	20
Total Circulation	70,422	3,667	-37.51%	3,667	7,417
Number of Borrowers at End of Period	4,880		5.98%	5,172	4,908
Library Visits	51,372	0	-100.00%	0	7,347
Total Number of Reference Questions	2,974	186	-24.95%	186	329
Total Number of Programs	620	39	-24.52%	39	81
Total Number Attending Programs	10,741	395	-55.87%	395	1,832
Annual Meeting Room Use	335	0	-100.00%	0	26
Public Computer Usage	15,428	305	-76.28%	305	1,929
Wireless Computer Usage	7,347	279	-54.43%	279	791
Pages Viewed on Web Site	38,244	0	-100.00%	0	2,888
Unique Visitors to Web Site	8,597	0	-100.00%	0	662
Pages Viewed Online Catalog	17,023	1,669	17.65%	1,669	2,304
Unique Visitors to Online Catalog	1,683	194	38.32%	194	0
Wowbrary users	2,221		-1.17%	2,195	1,692
Wowbrary pages viewed	5,699	642	35.18%	642	477
Wowbrary Click-Thru to Catalog	1,604	164	22.69%	164	146

Statistics -- Discuss at meeting.

Library staff successfully relocated at the Carnegie Library Museum on July 24. We have adjusted to evolve into a more efficient and functional layout. We are still in Phase 2.5 of the reopening plan which allows for curbside service of materials, copying, printing, and notary service. The staff goes over to the library between noon and 1 p.m. to retrieve materials. Patron can make appointments to use a public computer for 45-minute appointments. We will be in this phase until the library building renovation is done. We will start some virtual programming in September with the return of the Craft Club for adults. Also, virtual storytimes will resume in September.

Progress has been steady on the renovation with minor hang ups and the one change order. We have had some disturbances in the electrical flow to the server. It, hopefully, has been solved and the electrical box has been moved.

The Health Initiatives grant will be entering its final months to end in November. The pilot project will be presented at Iowa Library Association Conference this October. Both the director of the Cedar Rapids Library and I will be participating in the session presentation.