

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

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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.**

The Perry Public Library Board of Trustees met in regular session on Thursday, August 13, 2020 at 8 a.m.

Note: This meeting was entirely conducted electronically.

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

President Mark Miller called the meeting to order.

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

Minutes – Margaret Ruggle moved and Rosa Gonzalez seconded a motion to approve the minutes of the July 16, 2020 meetings. MCU.

Financial Statements – Gift Fund bills were presented with deposits and expenses explained. Heather Karolus moved and Jeremy Winter seconded a motion to approve checks #5980 - #5984 in the amount of \$681.51 from the Gift Fund and the City of Perry Library Fund Status Report. MCU.

Unfinished Business:

Building Project – The library renovation is on schedule and good progress is being made. Margaret Ruggle moved to approve Change Oder #1 for the repair of the power and conduit in the floor of the women’s bathroom for \$2,800 with Rosa Gonzalez seconding. MCU.

Health Initiatives – The cooking classes finished at the end of July. The StoryWalk™ will be changed out on the 15th of the month, next week. The Nature Walk is still a work in

progress while the fresh fruit and vegetable recovery is on hold due to the Covid-19 outbreak. Rosa Gonzalez suggested a bilingual book to be added to the StoryWalk™.

Reopening – At this time in the renovation, the library will stay at the Phase 2.5 in the Reopening Plan. Curbside service and patron appointments for computer services continues and will probably through the end of the library renovation. In looking forward to moving back into the library and unpacking, we will need at least a week when the renovation is done.

New Business:

Behavioral Policy – Heather Karolus moved to amend the Behavioral Policy with Rosa Gonzalez seconding. MCU.

Annual Report for Fiscal 2019-2020 – Please find attached.

Librarian's Report:

Statistics

We are still 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, goggles/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?

Library staff successfully relocated at the Carnegie Library Museum on July 24. We have adjusted to evolve into a more efficient and functional layout. Phase 2.5 of the reopening plan 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. Patrons 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.

Board Education – According to the City of Perry Library Ordinance, all trustees must reside inside the city limits of Perry. Jeremy Winter will be moving to an acreage west of Perry's city limits at the beginning of September. A new Board member will be needed to fill Jeremy's vacated position that expires June 30, 2021.

The next normally scheduled meeting is on Thursday, September 10, 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.

Margaret Ruggle moved to adjourn the meeting with Rosa Gonzalez seconding. MCU. Meeting adjourned.

Respectfully submitted, Mary K. Murphy, Library Director