

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, September 10, 2020 at 8 a.m. Note: This meeting was entirely conducted electronically.

Board members Mark Miller, Margaret Ruggle, Heather Karolus, and Jeremy Winter were present. Please note: Rosa Gonzalez tried to attend but due to unfortunate circumstances was not admitted into the Zoom meeting. Library Director Mary Murphy and Deputy Director Misty VonBehren 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 Jeremy Winter seconded a motion to approve the minutes of the August 13, 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 #5985 - #5988 in the amount of \$4,608.75 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. A construction meeting was held on Tuesday, September 8, 2020 to review progress and set a date of September 29, 2020 for the walk through and punch list. Blue Ribbon Builders feels confident that the project will be finished on time, October 1, or shortly thereafter.

Margaret Ruggle moved to approve Change Order #2 for changing the specified steel lintel on the new east entrance to a wood lintel for \$0 with Heather Karolus seconding. MCU.

Heather Karolus moved to approve Change Order #3 for the addition of a tile backsplash for the new drinking fountains for \$796.63 with Jeremy Winter seconding. MCU.

Jeremy Winter moved to approve Change Order #4 for the upgrade of the quartz thickness to 2.3" for \$1364.00 with Heather Karolus seconding. MCU.

Margaret Ruggle moved to approve Change Order #5 for an update and additional corner guards for \$819.22 with Jeremy Winter seconding. MCU.

Heather Karolus moved to give authority to approve change orders under \$1500 to Director Mary Murphy with Jeremy Winter seconding. MCU.

Margaret Ruggle moved to approve Pay Request #1 in the amount of \$75,960 with Heather Karolus seconding. The pay request has been reviewed and certified by ETHOS Design Group. MCU.

Health Initiatives Grant – The watermelon give-away at the Farmer's Market was phenomenally successful. We gave away ~180 watermelons. The December book for the StoryWalk™ will be bilingual presentation of "The Legend of the Poinsettia."

As of the last grant report with grant expenses submitted on September 9, 2020, the balance of unspent funds is \$148.52 from total grant funds of \$21,128. Most of the funds were expended on the StoryWalk™. Labor from the Perry Parks and Rec Department and Perry Public Works Department were donated to the project. All the materials were paid for by the grant. The library will oversee changing out the Story in the future.

StoryWalk™ maps have been made and the Info Box to contain the maps will be mounted on four out of 16 stations of the StoryWalk™. A special flag will be mounted on the first station to mark the beginning of the StoryWalk™.

The Health Initiatives grant will be entering its final months to end in November. The Perry Public Library's Health Initiatives Programming will be presented at virtual Iowa Library Association Conference on October 15.

New Business:

Librarian's Report:

Statistics – Discuss at meeting.

Library staff are serving our patrons curbside with checking out materials, printing, copying, faxing, and notary service. We are accepting appointments for computer use for one patron per hour. The patron is greatly encouraged to wear a mask. One of the greatest services that we are doing right now is the readers' advisory. We are continually advising patrons about new authors and series.

In September, the Craft Club and Online Storytimes will begin along with a Family Evening Storytime with pumpkins. All programming is virtual.

Progress has been steady on the renovation with minor hang ups and the four more change orders. Carpet started to be laid yesterday both in the main part of the library and vestibule and foyer. The construction crew today is prepping the floor in the new family bathroom, men’s and women’s bathroom, and the large meeting room for tile. Updated report at meeting.

Here is also a snapshot of the change order thus far in the project as well as a breakdown of costs:

Change Order Log		
	Construction Contingency	\$24,038
CP#1	Electrical repair	\$2,800.00
CP#2	Update steel lintel to wood - \$50	\$0.00
CP#3	Tile backsplash at drinking fountains	\$796.63
CP#4	Upgrade in quartz thickness	\$1,364.00
CP#5	Update and additional corner guards	\$819.22
TOTAL CHANGE ORDER TO DATE		\$5,779.85
Percent of Construction Cost		2.43%
Remaining Contingency		\$18,258.55

Board Education – Capital Project Funding

The next normally scheduled meeting is on Thursday, October 15, 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 Jeremy Winter seconding. MCU. Meeting adjourned.

Respectfully submitted, Mary K. Murphy, Library Director