

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:

By computer, tablet, or phone:

<https://us02web.zoom.us/j/86201094070?pwd=d0ZXN1RtZ1ppQkg3QkcvcnNHL2lQZz09>

Meeting ID: 862 0109 4070

Passcode: 50220

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, October 15, 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 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 Margaret Ruggle seconding the motion. MCU.

Minutes – Heather Karolus moved, and Margaret Ruggle seconded a motion to approve the minutes of the September 10, 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 #5990 - #5999 in the amount of \$4,054.96 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. Today they are setting the countertops in the bathrooms and circulation desk. We have having a flooring check today for the carpet and tile. The Punch List walkthrough is scheduled for Monday, October 19, 2020. During this walkthrough we will be making a list of all items that need to be done to fulfil the contract. We will be moving back to the Library next Tuesday, October 20, 2020. We will continue services through the move with staff dedicated to library services and staff dedicated to moving detail.

Heather Karolus moved to approve Change Order #6 (\$2,571.06 for changes in the circulation desk), #7 (\$195 for new Fire Extinguisher cabinet), #8 (\$1350 for additional painting), and #9 (\$250 for additional storage room lighting) along with the Pay Request #2 for \$90,720, with Rosa Gonzalez seconding. MCU.

Health Initiatives Grant – Today Director Mary Murphy will present the Health Initiatives programming that the library has initiated at the 2020 Virtual Iowa Library Association Conference. The grant has been successful in raising awareness of eating more fruits and vegetables, moving more, and health literacy. The programs initiated are 1) Fresh Fruit and Vegetable Recovery, 2) the StoryWalk™ in Wiese Park, the Nature Walk in Perkins Park, and the signage to explore the different types of trees in the Perry Tree Nursery, 3) Cooking Classes, 4) Fresh Fruit and Vegetable Outreach, and 5) Health Topics Book Club. Director Murphy is exploring ways to sustain the programs.

Reopening – The first criteria that needs to be overcome is the decline of the Covid-19 numbers in zip code 50220. We are watching the trends in this statistic. We will have to enact new procedures for cleaning and operating as outlined in the reopening plan.

Library staff will move back into the library next Tuesday, October 20, 2020. Several projects still need to be done before we can consider opening to the public. First the shifting of library collections, fiction to the west side of the library and nonfiction to the east side of the library, still needs to be accomplished. We will also do a thorough weeding of unused library materials. In addition, we will be changing out the fabric on the bookshelves end panels. The materials were green and maroon, the new fabric are a neutral gray and brown design that go well with the new carpet.

New Business:

Library Capitals FY2021-2022 – Director Murphy presented the Capital Requests FY2021-2022. Margaret Ruggle moved to approve the Capital Requests FY2021-2022, with Rosa Gonzalez seconding. MCU. Please find attached.

Librarian's Report:

Statistics – Discuss at meeting.

Library staff is still serving our patrons curbside with checking out materials, printing, copying, faxing, and Notary Service. 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 October, the Craft Club, Online Storytimes and Wee Wonders will continue along with a Family Pumpkin Evening Storytime. All programming is virtual. We will be posting all recorded programs on our very own YouTube Channel. The link to the recorded programs can be found on our website.

Progress has been steady on the renovation with minor hang ups and the four more change orders. At this time, the partitions in and the bath accessories are being installed in the bathrooms. The inside doors for the new entrance were put in today along with outside door. Architect Dana Pedersen, Deputy Director Misty VonBehren, and I did a walk through today with Job Supervisor John Costello. We reviewed work to be done and scheduled the punch list date on Monday, October 19, 2020. Updated report at meeting. Also please find pages following this one, explanations concerning the change orders.

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 15th. Both the Public Programming Manager of the Cedar Rapids Library and I will be participating in the session presentation.

Reopening the library after the 2020 Library Renovation Project is finished is on everyone's mind. We have been monitoring the covid-19 cases in zip code 50220 that is published by Dallas County Public Health. On October 8th, they reported a 14-day average of 23 cases. The 14-day average has been declining. Updated report at the meeting.

Board Education – Capital Project Funding Sources

The next normally scheduled meeting is on Thursday, November 12, 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 Margaret Ruggle seconding. MCU.
Meeting adjourned.

Respectfully submitted, Mary K. Murphy, Library Director