

This meeting was held electronically at the Perry Public Library.

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, June 10, 2021, at 8 a.m.

Note: This meeting was entirely conducted electronically.

Board members Mark Miller, Margaret Ruggle, Heather Karolus, Rosa Gonzalez, and Kendall Rathje were present. State Library Consultant Maryann Mori, Library Director Mary Murphy and Deputy Director Misty VonBehren were also present.

Board President Mark Miller called the meeting to order.

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

Minutes – Kendall Rathje moved, and Margaret Ruggle seconded a motion to approve the minutes of the May 13, 2021 meeting. MCU.

Financial Statements – Updated Gift Fund bills were presented with deposits and expenses explained. Heather Karolus moved, and Margaret Ruggle seconded a motion to approve checks #6064 - #6078 in the amount of \$4,728.53 from the Gift Fund and the City of Perry Library Fund Status Report. MCU.

Unfinished Business:

Reopening –With the REALM (REopening Archives, Libraries, and Museums) research findings specifically revealing there is a low probability of virus contagion on hard

surfaces and the recent updated CDC mask guidelines, the library has moved into another phase of reopening. We have dropped the masks requirement and are moving more furniture back into the library. We have signage that encourages unvaccinated customers to wear masks.

New Business:

Perry Public Library Board of Trustees Bylaws – Kendall Rathje moved, and Heather Karolus seconded to approve the Bylaws presented. MCU.

Use of Library Collections, Library Cards, and Group Library Cards Policies – Margaret Ruggle moved to approve the proposed amended policies with Rosa Gonzalez seconding. MCU.

Special Project: Updating the Security Camera System – The State Library of Iowa has made ARPA Grants available up to a maximum of \$5,000 for allowable items. Updating security cameras to monitor Wi-Fi accessible areas is listed on the allowable items list. Drees Company from Carol, Iowa has submitted a quote of \$11,281.00 to add 4 additional outside cameras and upgrade the entire security camera system (18 cameras) with high-definition cameras and the new web-based system software. With the \$5,000 ARPA grant, this would leave \$6,281 to be funded by the Gift Fund. Kendall Rathje moved, and Rosa Gonzalez seconded to have the Gift Fund fund \$6,281.00 for the security camera system update and to use as matching local funds for the grant application. MCU.

Librarian's Report:

Registration for the Children, Teen, and Adult Summer Library Programs started on May 3rd, and it has been stronger than we saw last year – Adults, 86; Teens, 14; Children's, 225. Reading can start at the time of registration, but programs did not start until the week of June 7th. At this time, all but one program will be virtual using the Zoom software. The one in-person program will be planning is an outdoor demonstration on BBQing at Bett and Bev's for an Adult Summer program in late June.

The two school Little Libraries have arrived, and we are fine-tuning the shelf inside the Little Library to try and prevent books from falling in the bottom of the Little Library. With these two libraries, all the CARES Act funding (\$12,400) has been used. These Little Libraries will be placed and stocked with books at the Perry Elementary School and at the Perry Middle School on June 11, 2021. The Little Libraries are refurbished newspaper vending units, painted royal blue. The books for these libraries have arrived. The plan is to check on the Little Libraries at the schools three times per week and replenish the inventory as needed. In addition to the CARES Act Funding, I applied for a United Way Equity Challenge grant to help in purchasing more books (\$5,000).

We applied for a DMACC Intern to work with Director Murphy, Deputy Director Misty VonBehren, and Children's Librarian Suzanne Kestel. Please find attached a summary of Job Expectations for this intern. Today we met with our intern Emma McFarland for the first time.

Just to keep you informed about ongoing grants:

1. CARES Act: \$12,400 to make books more accessible during the pandemic to elementary, middle, and high school students.
2. United Way-Equity Challenge Grant: Requested \$5,000. We will be notified on 6/15/21. Continuing of CARES Act grant goals and objectives.
3. 4RKids: \$500 for a Little Library at the Library for 2–5-year-olds. Little Library ordered and books ordered.
4. ARPA Grant through the State Library of Iowa: Requesting \$5,000, application due June 15, 2021: Upgrade to Security Camera system, see quote attached.

Board Education – Strategic Planning – State Library Consultant Maryann Mori explained that all libraries in Iowa are required to apply for accreditation every three years. The accreditation process requires the library to meet quality standards set for by the State Library of Iowa that reflect current 'Best Practices' for libraries. One of the quality standards is that the library must have a strategic plan. Most strategic plans are set up for a 5-year horizon. The strategic plan should be based on community data that reflect the needs and wants of the community which usually requires some method of evaluation. Maryann Mori outlined several methods of analyzing the community as listed below:

1. Analyze only the hard data from secondary data sources: U.S. Census and State Data Center.
2. Conduct Community Surveys which can be tricky to correctly design questions without bias. Most successful surveys usually offer an incentive to induce participation.
3. Focus Group Interviews which are cluster groups such as the parents of preschool children, families that do not use the library, families that use the library, educators, church groups, professional business groups, etc. This may require a lot of meetings with lots of recruiting of residents for the focus group meetings.
4. Planning for Result streamlined model in which 25-30 residents are selected and personally asked to come to one 3-hour meeting to determine the needs and wants of the community along with SWOT analysis to end up with some consensus about what the community wants and desires for their community libraries services.
5. An alternative that Maryann Mori has evolved during the last year when face-to-face meetings could not take place and libraries needed to create a strategic plan. The Board members would each make a list of ten community members representing different segments of the community. From this list, the trustee would personally ask if they would be willing to spend ten minutes on the phone answering five questions about their community. The five questions are:
 - a. How long have you lived in Perry?
 - b. What is best about living in Perry?
 - c. What could be done to improve the City of Perry?
 - d. What is your relationship with the library?
 - e. What is the best way the library can serve the community?

The surveys would be compiled, and results summarized leading to conclusions about how best the library should serve the community. A strategic plan would then be written based on these results.

The next normally scheduled meeting is on Thursday, July 8, 2021, 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.

Rosa Gonzalez moved to adjourn the meeting with Kendall Rathje seconding. MCU.
Meeting adjourned.

Respectfully submitted, Mary K. Murphy, Library Director