

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES

July 8, 2021

The Perry Public Library Board of Trustees met in regular session on Thursday, June 10, 2021, at 8 a.m.

Note: This meeting was held in-person at the Perry Public Library in the Large Meeting Room.

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

Board President Mark Miller called the meeting to order.

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

Minutes – Rosa Gonzalez moved to approve the amended minutes from the June 10, 2021, meeting, and Heather Karolus seconded. MCU.

Financial Statements – Gift Fund bills were presented with deposits and expenses explained. Kendall Rathje moved, and Margaret Ruggle seconded a motion to approve checks #6079 - #6103 in the amount of \$6,936.75 from the Gift Fund. MCU.

The City of Perry Library Fund Status Report was reviewed. Kendall Rathje moved to approve the City of Perry Library Fund Status Report with Heather Karolus seconding the motion. MCU.

Unfinished Business:

Reopening – We are encouraging those that have not been vaccinated to wear masks in the library. Our first adult face-to-face program is on July 15th, The Whole Hog program at Bett and Bev's Restaurant. Our first children's face-to-face program will be a program on carrots presented by Dallas County Public Health on the Carnegie Library Museum lawn on July 28th. Assuming these programs go well, we will resume more library services on September 1, 2021, such as the patrons' ability to use the small and large meeting rooms and face-to-face indoor programming. In addition, more furniture will gradually move back into the library.

New Business:

Proposed Circulation Policies concerning Borrowing Privileges, Loaning of Materials, Reference Assistance, Overdue Fines, Notification Options, and Confidentiality were reviewed. Heather Karolus moved to approve the proposed policies with Kendall Rathje seconding the motion. MCU.

Special Project: Updating the Security Camera System -- Notification for the ARPA Grant Funds will be made by the State Library of Iowa later this month. Once we receive notification of funding, Drees Company will be contacted to order the new cameras and system.

Google Tour of the Library Post Renovation – Google Representative Herman Martinez from American Marketing and Publishing visited the library to ask if we would like to update the video tour of the library seen online, given that we have changed the look of the library. Heather Karolus moved to approve the expense of \$1450 to update the video tour of the library with Margaret Ruggle seconding. 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, 111; Teens, 30; Children's, 305.

Another Little Libraries is planned and will be placed in the Perry Wash Laundromat. The Memorandum of Understanding is being reviewed at this time and the Little Library should be in place before too long.

Report: Perry Public Library - A Year in Review: Fiscal Year 2020-2021

We will long remember the year 2020 as the year of Covid-19. Much of our typical library services had to be rethought to find how we could readily serve our customers without contact. Much was learned over the past year and three months.

What we did:

1. Delivered library materials and services (copying, printing, and faxing) curbside to trunks or back seats without contact.
2. Giving lots of readers advice on what books to read because they could not browse the physical library.
3. Gave away over 6,000 books to elementary, middle, and high school students in Free Book Fridays program in the public school's Grab 'N Go Lunch program and new Little Libraries at the Elementary and Middle schools with CARES grant funding of \$12,400.
4. Implemented and sustained our Healthy Steps Outreach programs such as Farmer's Market Produce Outreach, Food Rescue/Recovery, Healthy Cooking Programs, and the Wiese Park StoryWalk™. These programs were initiated with a \$21,128 grant from Iowa Department of Public Health, Dallas County Health Department, and Telligen.
5. 2020 Library Renovation: End of July to October
 - a. Replaced all floor coverings with new carpet, linoleum, and tile
 - b. New east entrance
 - c. New water fountain with bottle filler
 - d. New family bathroom
 - e. Updated men and women's bathrooms
 - f. Replaced the circulation desk
 - g. Reorganized the layout of the library by shifting the fiction and nonfiction books
 - h. Replaced fabric end panels on bookshelves

- i. Replaced computer catalog desks and security gates
 - j. Updated the Study Room in the wainscotting and paint
 - k. Staff area painted
 - l. Reorganized the storage room
6. Used data-driven facts and advice to make decisions when to reopen, how much to reopen, and when to eliminate restrictions.
7. Realized how much we missed the contact with our customers.

What to look forward to in FY 2021-2022:

1. Having face-to-face programming
2. Resuming all library services
3. Replacement of all window blinds
4. Painting of the interior of the library
5. New professional signage
6. New children's bookshelves
7. Upgrade security camera system

Board Education – Strategic Planning – State Library Consultant Maryann Mori explained last month 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 developed a method of surveying a carefully selected sample of residents. This sample would be made up of library users and nonlibrary users from different segments of the city population. Director Murphy will make a master list of segments of the Perry population and send this out to the Board members to make suggestions of Perry residents to participate in Ms. Mori's survey. It is important that library users and non-library users are in the sample to find out what is desired in library services. The Board will review the selected sample for its validity in reflecting our community.

From this list, a Trustee or Director Murphy 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?

Maryann Mori would conduct the survey and compile the results to conclude how best the library should serve the community. A strategic plan would then be written based on these results.

A timeline will be created determining what needs to be accomplished by when to produce a strategic plan by January 2022. The accreditation application needs to be submitted to the State Library of Iowa by February 28, 2022, which would give us a month of flexibility.

The next normally scheduled meeting is on Thursday, September 9, 2021, at 8 a.m. in the library's large meeting room. 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