

The Perry Public Library Board of Trustees met in regular session on Thursday, September 9, 2021, at 8 a.m. Note: This meeting was held in-person at the Perry Public Library in the Large Meeting Room.

Board members Margaret Ruggle, Heather Karolus, Rosa Gonzalez, and Kendall Rathje were present. Library Director Mary Murphy, Deputy Director Misty VonBehren, Hometown Heritage Director Bill Clark, and City Administrator Sven Peterson were also present.

Board Member Kendall Rathje called the meeting to order.

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

Minutes – Margaret Ruggle moved to approve minutes from the July 8, 2021, meeting, and Heather Karolus seconded. MCU.

Financial Statements – Gift Fund receipts and payments were presented with receipts totaling \$4,101.53 and 16 checks, #6104 - #6119, totaling \$6,005.66. The City of Perry Library Fund Status Report was reviewed. Heather Karolus moved to approve the financial reports with Margaret Ruggle seconding the motion. MCU.

**Unfinished Business:**

Reopening – Most of the Library furniture has been moved back into the library. The library is now open on Monday through Thursday 10 a.m. to 8 p.m., Friday 10 a.m. to 6 p.m., and Saturday from 10 a.m. to 5 p.m. Due to a staffing shortage, the library will not be open on Sundays. We have advertised for another Library Clerk and will start interviews next week. When another Library Clerk is hired, the library will open on Sunday from 1 p.m. to 4 p.m. The meeting rooms are now available for meetings with a cleaning procedure between uses. We are staying up to date with the numbers of Covid-19 cases in the Perry zip code and encouraging the library staff to wear masks when interacting with the public.

Security Camera System Update – The Library was awarded the ARPA Grant of \$5,000 from the State Library of Iowa. Drees Company ordered the equipment and will notify us when they are ready to install the new system.

Strategic Planning Process -The community phone surveys are scheduled to occur the week of September 19<sup>th</sup>. We have a few more participants to recruit to reach the goal of 30-35. After State Library of Iowa Consultant Maryann Mori compiles the survey results, she will meet with Director Murphy to start creating

the new strategic plan. The Library policy review is scheduled to be done in December 2021. If all goes accordingly, the Library will be able to submit the accreditation application in January 2022.

#### New Business:

Collection Development Policies, which include Materials Selection, Responsibility for Materials Selection, Selection Guidelines, Reconsideration of Library Materials, Weeding Policy, and the Gift Policy, were reviewed. Margaret Ruggle moved to approve the proposed changes with Heather Karolus seconding. MCU.

Partnership with Hometown Heritage and the City of Perry – Director Bill Clark presented an overview of Hometown Heritage’s mission and its vast collection which has 15,000 images of Perry history, 656 oral histories, and 57 video oral histories. This partnership was designed to gather partners with strengths that complement each other to create a partnership synergy. The goal would be to staff the Carnegie Library Museum with two part-time Museum Librarian / Program Coordinators. They would perform the functions of a Library Clerk of opening and closing the building, checking out materials, helping patrons with research, and giving tours of the Carnegie Library Museum. When the previous-cited responsibilities are met, they would also help coordinate program logistics involving promotion, speakers, activities, set-up, tear down, catering, supplies, and research. The two positions would be City of Perry employees reporting to the Director of Hometown Heritage and the Perry Public Library Director. Hometown Heritage would raise funds to support these two positions.

City Administrator Sven Peterson cited a past consistent challenge of keeping these employees busy. With the proposed partnership between Hometown Heritage (HH hereafter), the City of Perry (City hereafter), and the Perry Public Library (Library hereafter), the Library could utilize these employees as program coordinators. The City invests \$18,000 to \$25,000 every year in heat, air conditioning, electricity, water, maintenance, and insurance for the Carnegie Library Museum (CLM hereafter) building. If the CLM were open to the public, both Perry residents and visitors would have increased access to the building and the HH collections. The City would like to keep the CLM and HH’s collections relevant to the Perry community.

At this moment in time, the City, HH, and the Library are considering what is next for each of their organization and how a partnership could benefit Perry. With this proposed partnership, Perry’s history, in the form of HH’s collection and the

CLM, would be accessible and give relevance to residents about their town's history.

The Library Board supports the concept of the partnership among the three entities with some concerns that need to be addressed.

Concerns include:

- 1) Sustainable Budget that includes wages, supplies, technology, and programming,
- 2) Additional Responsibility for the Library Director, and

Mary added this point because it is important to her.

- 3) ADA guidelines about accessibility would have both the upstairs entrance and downstairs entrance open with one staff person in the building.

Current staffing procedure at the Library is that there are always two staff in the Library at all times for safety reasons. When the CLM was originally staffed as a Library (back in the 80's and 90's) there were always two staff in the building – one upstairs and one downstairs. A possible solution to this challenge would be a panic button similar to what elderly people wear if they fall and need help.

Librarian's Report:

Statistics – Report at meeting.

Grant Report:

CARES Act: \$12,400 to make books more accessible during the pandemic to elementary, middle, and high school students. All Funds expended. The books in my office are designated for the two new Little Libraries at Perry Elementary School and Perry Middle School.

United Way-Equity Challenge Grant: Requested \$5,000. We will be notified on 6/15/21. Continuing of CARES Act grant goals and objectives. Grant request denied.

4RKids: \$500 for a Little Library at the Library for 2–5-year-olds. Received \$587.

ARPA Grant through the State Library of Iowa: Requesting \$5,000, application due June 15, 2021: Upgrade to Security Camera system. Yes, we will receive the \$5,000 grant but it will be as a reimbursement. I contacted Drees and they ordered the new cameras and computer for the new security camera system.

State Historical Society of Iowa, Inc. – Partnered with Hometown Heritage, Art on the Prairie, and Hispanics United for Perry for a series of five programs on “Re-awakening History Through Our Own Stories.” Received \$7,500. Programming scheduled to start February 2022.

In-person children’s programming will start the week of September 8<sup>th</sup>. We will have a combination of in-person storytimes and zoom storytimes. The in-person storytimes will meet in the Community Room (aka the large meeting room) with social distancing and masks greatly encouraged along with hand sanitizing to be safe.

We are quickly approaching 11 months since substantial completion of the Library renovation and it is typical to do an 11-month walk through with the Owner, Architect, and Contractor prior to the 12-month general construction warrantee window being over. The 11-month walk through is schedule for September 21, at 9:30 a.m.

The replacement of the vertical blinds has been completed. The new library signage was installed on Friday, September 3<sup>rd</sup>. The next major project will be painting the Library interior. The entire interior painting project will take place over two years, this fiscal year and next fiscal year.

The City of Perry’s Maintenance Manager Barry Chayet has requested a bid on a new library roof. He has noticed rust spots on the roof that can be seen from the third floor of the Security Bank building. This capital expense would, hopefully, be put in the FY2022-2023 budget, covering July 1, 2022 to June 30, 2023.

The next normally scheduled meeting is on Thursday, October 14, 2021, at 8 a.m. in the library’s Community Room (aka the large meeting room). The public is always welcome.

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

Respectfully submitted, Mary K. Murphy, Library Director