

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held May 20, 2021, 5:30 p.m. in person and electronically via Zoom.

Board members present in person: Sharon Groene, Jane Bartlett, Ron Welder, Tom Pollpeter and Mary Whitcomb.

Board members present online: Phil Hecht and Candice Smrt.

Others present: Sarah Clendineng, library staff, in person.

Meeting called to order with a quorum present at 5:30 pm.

Excused Absences: Motion to excuse the absences of Kathy Burkhardt and Anne Heitz – Welder; 2<sup>nd</sup> – Whitcomb. The motion was carried unanimously.

Approval of Agenda: A motion to approve the agenda was made by Welder; 2<sup>nd</sup> – Pollpeter. The motion was carried unanimously.

Public Comments: There were no public comments.

Approval of Minutes: Motion to approve the minutes of the regular meeting April 15 –Whitcomb; 2<sup>nd</sup> –Smrt. The motion was carried unanimously, with the abstention of Jane Bartlett.

Approval of May 2021 Bills:

Motion to approve the May 2021 bills – Welder; 2<sup>nd</sup> –Whitcomb. The motion was carried unanimously.

Correspondence: There was no correspondence.

Director's Report: See attached report.

Unfinished Business

Time Clock Policy

The director plans to use the same system as the city if this policy is approved. There was discussion of employees clocking out 7 minutes or more after they were scheduled to. This is a disciplinary issue, with the exception of end of the day closing where patron behavior delays library closing time. The direction from the board was to pay overtime, rather than rescheduling, unless this becomes a larger issue than realized.

Motion to approve the Time Clock Policy – Bartlett; 2<sup>nd</sup> – Whitcomb. Carried unanimously.

New Business

Bridges Renewal

The Bridges contract for e-books and e-audiobooks, with the State Library is up for renewal at the end of June. This is a very popular program. Our cost for the coming year will be \$2,289.18 which is the same as it was last year. So far, this year, patrons have borrowed 6,542 items through bridges, a cost to date of about \$.35 per item. The director strongly encourages keeping this.

Motion to renew the Bridges Contract – Bartlett; 2<sup>nd</sup> – Welder. Carried unanimously.

Review Laptop Policy

Due to the policy being omitted from the board packet, motion to table this item until the June meeting – Welder; 2<sup>nd</sup> – Whitcomb. Carried unanimously.

### Review Mask Requirement in the Library

We have been requiring all patrons to wear masks in the library and for library employees to wear masks when not seated at their desks. On May 16, the CDC published the following guidance, “Fully vaccinated people can resume activities without wearing a mask or physically distancing, except where required by federal, state, local, tribal, or territorial laws, rules, and regulations, including local business and workplace guidance.” Since the packet was sent out to board members, Governor Kim Reynolds signed a law that prohibits cities and counties from instituting city and county wide mask mandates. The director is still waiting to hear back from the state library about this effect on an individual business or library. The director’s recommendation in the packet was to approve requiring masks in the library until July 18 assuming there is no change in guidance from the CDC. In light of what has happened, the director would recommend moving to masks strongly recommended, especially for those who are not vaccinated. Additionally, assuming the new law doesn’t prohibit it, the director would like to require masks at library programs since there isn’t a vaccine for children under 12 years old yet.

Motion to encourage masking, for patrons and staff, especially for unvaccinated individuals. Required for Summer Reading Programs, unless the director receive direction that this is not allowed – Welder; 2<sup>nd</sup> Bartlett. Carried Unanimously.

### Election of Officers

Nominations:

President – Sharon Groene

Vice-President – Ron Welder

Motion to approve the nominated slate of officers – Smrt; 2<sup>nd</sup> – Hecht. Carried unanimously.

### American Rescue Plan Act Library Grants

The State Library of Iowa announced that it will be offering grants of up to \$5,000 to help Iowa public libraries respond to the ongoing challenges of the pandemic. One idea the director had was to explore updating the technology in our meeting room, such as finding a nice PA/speaker system and mounting a video projector to the ceiling. Another idea that came up in discussion with other librarians was a smart bench that would allow for device charging and possibly extend the library’s wireless signal. There are benches that use solar energy for power. While the grant could be used to purchase equipment, the library would need to pay for installation costs and any wiring that would need to be done.

There was discussion of several different ideas including additional hot spots and a self-checkout system. The director’s concern with hotspots was paying for the ongoing subscription cost. The last time the director explored the cost of a self-checkout system, it was more than \$5,000.

Trustee Pollpeter inquired if the library would be eligible for any of the money the city and county received. The director explained that, it is her understanding that those funds are designated for different things than the money that the state received.

The director will explore audio visual equipment to facilitate in-person and virtual meetings in the library meeting room.

### Sandrock Donation

In April, the library received a donation of \$94,000 from Carol Wallis Sandrock. This donation was received without any explanation. I checked with the donor and did confirm that the funds are free to use as needed. For the time being, we have added a fund called the “Library Maintenance Fund” but this is just a place holder can be changed depending on what the board decides to do. We will need a building maintenance fund, anyway, once we receive this year’s disbursement from the Lee County Community Foundation.

Although there are no restrictions on its use by the Library Board, because this donation was a gift directly to the library it cannot be put into the community foundation.

Since the board has been talking about building maintenance recently, this is a nice amount of money to start a maintenance fund to cover larger planned, or emergency, repairs. The library received an energy audit a couple of weeks ago and we are still waiting on the results of that. This could also be used to create or help with a solar energy project.

Trustee Welder said that he liked the idea of using this to start a building maintenance fund but also suggested that a small amount be set aside for a specific project in her name.

Motion to use this money for building maintenance with \$4,000 set aside for a special project – Welder; 2<sup>nd</sup> – Bartlett. Carried Unanimously.

#### Trustee Handbook Chapters 3 and 5

The board reviewed chapters 3 and 5 of the library trustee handbook about the five primary responsibilities of boards and the fiscal responsibilities of the board. The director also shared a calendar of major board activities as well as a copy of the by-laws.

Meeting adjourned at 6:30 pm until Thursday, Jun 17, 2021