

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held May 21, 2020, 5:30 p.m. electronically via Zoom.

Present: Sharon Groene, Jane Bartlett, Candice Smrt, Ron Welder, Tom Pollpeter, Kathy Burkhardt and Mary Whitcomb.

[Anne Heitz arrived late to the meeting due to technical difficulties]

Others present: Sarah Clendineng, library staff.

Meeting called to order with a quorum present at 5:50.

A motion to excuse the absences of Anne Heitz and Phil Hecht was made by Smrt; 2nd – Pollpeter. The motion was carried unanimously by roll call vote.

A motion to approve the agenda was made by Welder; 2nd – Bartlett. The motion was carried unanimously by roll call vote.

Public Comments: There were no public comments.

Approval of Minutes: Motion to approve the minutes of the regular meeting April 16 –Whitcomb; 2nd – Pollpeter. The motion was carried unanimously by roll call vote.

Motion to approve the minutes of the special meeting held April 30 with the addition of notation that the meeting was held electronically - Welder; 2nd – Smrt. The motion was carried by roll call vote. Smrt, Welder, Pollpeter, Burkhardt and Whitcomb in favor. Jane Bartlett abstaining.

Approval of May 2020 Bills: Trustee Bartlett asked about the microfilm maintenance and how much the microfilm machine gets used. The director replied that it is an annual contract and the microfilm machines get used quite a bit. She also inquired about the HVAC bill putting us over budget on that line item. The director replied that it would but we will be far enough under budget in other areas that we will still be under the revised budget total. Trustee Burkhardt inquired about the meeting room window replacement. This was because the window was broken back in February and there was disruption in supply lines that delayed the replacement glasses arrival. Trustee Burkhardt also asked about the employment ads. The director replied that those were for the Summer Reading Corps association through Americorps/VISTA and this is something we have done for the last 2 or 3 years. It is a temporary position for June and July.

Motion to approve the May 2020 bills – Smrt; 2nd –Welder. The motion was carried unanimously by roll call vote.

Correspondence: No Correspondence.

Director's Report: In addition to the attached report, Trustee Groene inquired about story hour. The director replied that she plans to have a Wednesday morning Zoom story hour. The director also gave an update on summer reading, in general. It doesn't look like we'll be able to have the Wednesday afternoon activity and the Tuesday morning movie. Amy and Chloe will be working on turning the Monday afternoon craft into a take home kit with instructions and plan to make instructional videos for our Facebook page. The director talked about maybe doing weekly activity packets with the free lunches. The director is also working on signing up for a program with Scholastic to help us give the kids who participate a free book. The library will also be a pick-up location for the Lee County Extension 4-H @ Home activity kits. Trustee Groene asked about online

reading logs. The director's concern is that what works for residents without internet but it doesn't go the other way. Additionally, they would still have to come in to the library to pick up their prize. Trustee Burkhardt asked about how many kids we usually have coming to story hour. The director couldn't remember the numbers from last year. Trustee Burkhardt's concern with zoom and online activities is that students didn't do a lot of activities online with school work and wondered if it is possible to provide in-person programming, even if it is small groups. The director will look into this and see if it is a possibility to add in-person activities to our other options.

New Business

Review Credit Card Policy

The director is not recommending any changes to this policy. Trustee Groene asked if the purchases were included on the bills sheets. The director replied that they are included in the report, though they may not be marked as credit card purchases. In future, we can mark these on the bills sheets.

Motion to approve the Credit Card Policy – Welder; 2nd – Smrt. The motion was carried unanimously by roll call vote.

Review Mershon Trust Policy

In 2012, we received the first disbursement from a trust set up by Richard and Vivian Mershon. The Mershon Trust was established to provide scholarships and, any income beyond that needed for scholarships, was designated to be divided between the Fort Madison Public Library, the Peoria Universalist Unitarian Church and the Peoria Salvation Army. The library's portion is designated such that half is to be used for library materials and the other half is to be used to "improve the salaries of librarians and other library personnel".

We received one disbursement in 2012 and had not received any additional disbursements since then. In reviewing the fund, it was found that we had not been receiving disbursements that we should have been so we were sent a catch-up check of \$16,390.25.

The board approved a policy in 2012, the primary difference between that policy and the proposed revised policy is that the 2012 policy used the entire amount of funds in the account on July 1 to augment salaries. The director would recommend limiting this to \$2,000 to be distributed over the course of a year to help these funds be available as a quarterly supplement long term. The director hopes this will become an ongoing thing indefinitely, especially by limiting how much we disperse each year based on what we are receiving annually. If this amount needs to be revised in future, it can be. Trustee Groene mentioned that it doesn't seem to be a large amount. The director agrees and was thinking about while it's not large this would make it a more long term benefit.

Motion to approve the revised Mershon Trust Policy– Welder; 2nd – Whitcomb. The motion was carried unanimously by roll call vote.

Review Phased Reopening Plan

[Anne Heitz arrived during this discussion]

The director would like to revise the phased re-opening plan to include a stage where employees are working in the library and services are offered in the lobby and meeting room. I don't know that we will need this phase but I think having this flexibility in the plan will be helpful rather than the all or nothing we currently have. Currently, the director feels that we are ready to open up the library building but, if things were to change in the future, adding this phase back in gives the director flexibility without having to call an emergency board meeting. Trustee Groene asked if we did this and books were picked up in the library, would there be supervision? The director replied that there would be an employee in the lobby during library service hours. Trustee Burkhardt inquired if we had considered a self-checkout. The director replied that there is equipment

that would need to be purchased to make that work. Trustee Burkhardt is wondering what we are doing in the long run and if we need to look into a self-check station for the future. One reason we haven't is because it would only work for people who wanted to check out books and magazines. Anybody who wanted to check out DVDs would still need to come to a library employee. Trustee Burkhardt inquired when we would go to stage 2. The director replied that it would be based on guidance from the government and the state. If there was a new outbreak or things needed to be shut down temporarily, statewide, or locally, we could still provide limited library services. Trustee Pollpeter inquired about employees not being required to wear facemasks. The director replied that she is following guidance from the city and, right now, they are not requiring their employees to wear facemasks. Trustee Heitz stated that she thinks that library employees interact with more people than city employees do. Trustee Smrt commented that she finds it difficult to wear a mask while working eight hour days and the board should consider that in their decision. There was consensus to leave the wording as is.

Motion to approve the revised Phased Reopening Plan – Bartlet; 2nd – Smrt. The motion was carried unanimously by roll call vote.

Meeting adjourned at 6:30 pm until Thursday, June 18.