

Fort Madison Public Library Board of Trustees

Minutes of the regular meeting held December 17, 2020, 5:30 p.m. in person and electronically via Zoom.

Board members present in person: Ron Welder, Sharon Groene and Tom Pollpeter.

Board members present online: Anne Heitz, Jane Bartlett, Mary Whitcomb, Phil Hecht, Candice Smrt and Kathy Burkhardt.

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

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

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 November 19 –Hecht; 2<sup>nd</sup> –Smrt. The motion was carried unanimously.

Approval of December 2020 Bills:

There was a question about what Vistafoil is. It is a heavy duty contact paper that is used to extend the life of paperback books. Trustee Groene inquired if the landscaping bill was for the entire project and the director replied that it is and the project is complete.

Motion to approve the December 2020 bills – Bartlett; 2<sup>nd</sup> –Whitcomb. The motion was carried unanimously.

Correspondence: About a week ago, Aarin Guzman passed away and included the library in his will leaving the library a gift of \$5,000. Aarin Guzman was a long time library supporter and a previous board member. The director reported that she received a note from Aarin Guzman's sister including the check for this amount with no stipulations or restrictions for how it should be spent.

Director's Report: In addition to the attached report, Trustee Welder inquired about directing the water from the downspout by the book drop away from the driveway.

Trustee Bartlett asked about why the electric amount in the bills matched what was reported in the city financial report. The director isn't sure, and will check if this is an error, and get back to her. Trustee Bartlett also asked about the Open Access deposit into the gift fund. This is money we receive from the State Library for providing library services to residents of Iowa who don't live within the library's legal service area. We keep track of the number of items checked out to people who live outside of the Fort Madison city limits (excluding rural Lee County) and report these numbers to the state. Then the library received reimbursement from the State Library based on a formula that they have. This is also what allows residents of Fort Madison and Rural Lee County to use nearby libraries such as Keokuk, Montrose or Burlington.

Trustee Burkhardt requested that annual things like this be noted to help the board understand them.

There was discussion of the \$5,000 donation and if it would be acknowledged inside of books purchased. In this case, the director replied that individual book plates would probably not be included but she will look into getting a new plate for the donor wall. She will also include this in the January newspaper column. There was additional discussion of the gift fund and what it is used for and if there might be issues from the city about

having a high balance in that fund. The director stated that this fund has been spent down quite a bit since she first started. The gift fund is not a consistent source of money that we can rely on to fund ongoing projects but it is useful as a rainy day fund, if there is something that affects the library's ability to purchase materials with general fund money, or for special, one-time projects.

### New Business

#### Face Mask Requirement

The public health emergency has extended the requirement to wear facemasks in the library until January 8. The director would ask that the board amend the current policy to continue through January 21 or the next board meeting at which business is conducted. The implementation of requiring facemasks went very smoothly and the director has not had anyone complain to her, and has only heard of one situation where someone left the library rather than wear a facemask. However, that may have been a misunderstanding. Library employees feel more protected with patrons wearing facemasks.

Motion to extend the mask mandate until January 21, or the next board meeting – Heitz; 2<sup>nd</sup> – Bartlett. Motion carried unanimously.

Meeting adjourned at 6:00 pm until Thursday, January 21, 2021