

## Library Minutes April 14, 2020

The Oelwein Public Library Board of Trustees held its regular board meeting on Tuesday, April 14, 2020 at 5:00 p.m. This meeting was held electronically due to the State Public Health Emergency Declaration regarding COVID-19. The meeting was conducted pursuant to Iowa Code 21.8 and the Proclamation of Governor Kim Reynolds dated March 19, 2020. Public input was able to be provided by joining the pre-publicized GoToMeeting.

Present electronically: Gilson, Mars, Ingersoll, Kerns, Berryman, Gerdts, and Macken.

Absent: none

President Ingersoll called the meeting to order at 5:04.

Mars made a motion to approve the agenda. Seconded by Gilson. Motion carried.  
Gilson made a motion to approve the minutes. Seconded by Mars. Motion carried.  
No correspondences.

Trustee Training: The board reviewed the standard for providing non-traditional physical collections for check out.

### Director's Report:

The fan and the compressor were repaired in the HVAC system. No additional problems were found in the system after the compressor was started.

Patrons are now able to register for a library card online. Patrons fill out the form and upload their picture ID and email the information to library staff. After approval, staff send the applicant a library card number that is valid for online check outs. If the patron would like to check out physical items, they can upgrade their card at the library.

The county supervisors sent the second half of the county allocation for rural library services in the amount of \$13,736.31. The allocation for next year will remain the same.  
Staff evaluation were completed the week of April 6.

The library received a grant for \$2500 to purchase three iPads and kiosks to assist citizens in completing the Census. The grant is sponsored by the National League of Cities Rapid Response program. The census has been extended through August 14 due to the pandemic.

The city council approved the LED light conversion project. The city administrator will contact the company to start the project.

The final insurance payment of \$1,366.83 was sent for the furniture shipping cost and final replacement costs.

The board discussed developing a plan to serve as a bridge during the transition stage from the library being closed to the public during the pandemic to the gradual re-opening. The director will work on a detailed plan for offering a curbside pickup service as well as offering wi-fi during the hours the library building is staffed so that staff can monitor wi-fi users to prevent them from gathering in groups. The highest priority would be to use measures that will not risk the health of library staff or library patrons since the library currently offers online, downloadable resources. Before implementation, the library board and city administration will approve the procedure.

Friend's Report:

The April meeting was cancelled due to the pandemic.

The spring Book Sale was cancelled.

The Little Free Library at Wings Park was vandalized. The city administrator volunteered to repair it.

Bills were reviewed. The March expenses for utilities includes the April billing for Alliant Energy. Ken's Electric fixed the HVAC blower wheel for \$510.14 and the compressor for \$5,380.11 as quoted.

Gilson made a motion to accept the list of bills. Seconded by Kerns. Motion carried. The bills will be submitted to city hall without signatures due to the pandemic.

Berryman arrived at the meeting.

Landscaping Contract: StewartScapes submitted an estimate for maintaining the landscaping for the upcoming season for \$2,110.05 which is for May through September. This is \$100 higher than last year's quote. The estimate for refreshing the mulch is \$450 which is the same as last year. Berryman made a motion to accept the estimate for the maintenance and the mulch. Seconded by Kerns. Motion carried.

The director informed the board that StewarScapes had replaced the pump in the Reading Garden water fountain at no cost.

Pandemic Policy: The board discussed the Pandemic Policy. Gilson made a motion to accept the policy. Seconded by Mars. Motion carried.

Gilson made a motion to adjourn at 5:39.

The next meeting will be May 12 at 5:00 p.m.

Respectfully submitted,  
Susan Macken