

Following the Governor's Emergency Public Health declaration in response to the current COVID-19 situation, this meeting will be held electronically. Public access to the meeting may be obtained by one of the following methods:

By computer, tablet, or phone:  
Join Zoom Meeting

<https://us02web.zoom.us/j/89984113030?pwd=amlxbDBCN2NrTXNneTIQMW5jTDhqZz09>

By Phone:

1(312) 626-6799 Meeting ID: 899 8411 3030 PW: 50220

**The format of this meeting was due to the  
State Public Health Emergency Declaration regarding Covid-19  
and will be conducted pursuant to  
Iowa Code 21.8 and the Proclamation of Governor Kim Reynolds  
dated March 19, 2020.**

The Perry Public Library Board of Trustees met in regular session on Thursday, July 16, 2020. Note: This meeting was entirely conducted electronically.

Board members Mark Miller, Margaret Ruggle, Heather Karolus, and Jeremy Winter were present. Library Director Mary Murphy and Deputy Director Misty Von Behren were also present.

President Mark Miller called the meeting to order.

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

Minutes – Margaret Ruggle moved and Jeremy Winter seconded a motion to approve the minutes of the June 11, 2020 and June 25, 2020 meetings. MCU.

Financial Statements – Gift Fund bills were presented with deposits and expenses explained. Heather Karolus moved and Margaret Ruggle seconded a motion to approve checks #5963 - #5979 in the amount of \$2,947.58 from the Gift Fund. MCU.

**Unfinished Business:**

Building Project – The library is almost packed up. The PODS are being delivered today. The plan is to move the library offices on July 24<sup>th</sup> to the lower level of the Carnegie Library Museum. We would continue with the current services being offered to our patrons: curbside delivery of library materials, copying, scanning, faxing, printing, and Notary along with computer use by appointments. IT Consultant Mark Kacmaryski has set up the infrastructure for us to relocate our computers, phones, and copying machine to the Carnegie Library Museum. Construction will start on July 27, 2020. They will first take down the Priscilla Sage Fabric sculpture in the south nave of the library. Mary Rose Nichols will be taking down the cranes in the foyer and store for safe keeping during the renovation.

Health Initiatives – Programming has continued with our partner ISU Extension and Outreach with *Kids in the Kitchen*, *Designing Your Own Diet!*, and *Is It Whole Grain?* The StoryWalk™ was launched on June 17<sup>th</sup> along with the Challenge Activities. The Pattee Park Soccer Complex Fish Pond and walk signage along with the Tree Farm signage is now posted.

Reopening –Phase 2.5 of the Reopening Plan was initiated on July 1, 2020. We started taking appointments for in-library computer use. We will continue to evaluate the data for consistent downward trend on positive cases and deaths in Dallas County and the other counties nearby (Greene, Guthrie, and Boone). Although the Governor has given permission for libraries to open under certain conditions (50% capacity and increased sanitation), we need to be cautious to protect public health of patrons and staff. Director Murphy is continually evaluating data and other libraries' reopening experiences to ascertain what the path is to reopening our library.

New Business: None.

Librarian's Report:

Statistics – Discuss at meeting.

We are now in Phase 2.5 of our Phased-In Reopening Plan.

Date – July 1, 2020

Criteria to Implement

- Dallas County Covid-19 statistics are declining
- Governor recommendation & Phase 2 of Federal Reopen Plan
- Gatherings of fewer than 10 people allowed
- ALA and State of Iowa Library recommendations
- Bars, restaurants, and other establishments allowed to serve groups of people
- Non-essential businesses open with limited services
- Similar organizations open (other libraries, science center, youth sports, schools) operating with positive results

Library Services

- Accept returns with continued cleaning and quarantine protocols
- Curbside service continues for materials, copying, printing, faxing, and Notary
- Computer use with restrictions by appointment, must clean before and after
- No meeting rooms used
- Programs: online only
- Outreach: suspended
- No library material donations accepted

Library Hours

- 10 a.m. to 7 p.m. Mon – Thurs
- 10 a.m. to 6 p.m. Fri
- 10 a.m. to 2 p.m. Sat

### Library Staffing

- Limit staff in building to FT and 2 PT at any one time
- Staff to maintain physical distancing as much as possible with PPE

### Needs

- Procure PPE masks, gloves, goggles/glasses and hand sanitizer, disinfecting wipes, and disinfectant - supply assured
- Staff encouraged to wear PPE
- Training: Safety and new library procedures
- Signage: Safety and Directional
- Promotion via website, social media, and city
- Building supplies: cleaning products and toilet paper, supply assured
- Expanded cleaning service
- Update to encourage patrons to have short visits, no large groups, no congregating, encourage the use of masks and hand sanitizing as entering the building
- Update policies if needed

### Concerns

- Patron and staff susceptibility to infection
- If staff infected, do library staff quarantine and library closes?
- Deep cleaning of library?
- Is public notified if library staff tests positive?

Summer Library Programs continue. All Children's, Teens, and Adult Programming are virtual and will be conducted with Zoom software. No face-to-face programming is planned. *Imagine Your Story* is our theme this year and we are partnering in our programming with ISU Extension and Outreach for the children and adult programs: *Kids in the Kitchen*, *Design Your Own Diet and Is It Whole Grain?*

We had planned to have the KidsFest 2020 as the Finale on July 25 instead of the Kickoff on June 6<sup>th</sup>. Director Murphy has cancelled the KidsFest for July 25, 2020 given the uncertainty of the Covid-19 situation. If the situation changes, we may have an event in the Fall when we reopen after the renovation.

Free Book Friday started on March 28, 2020 with the library donating books to the elementary, middle and high schools to hand out books with their Grab and Go lunches. We delivered all the books to Perry Elementary School Library on Thursday May 28, 2020. The school will continue giving out Grab 'n Go Lunches until the end of July. Please see attached summation of books ordered for this program. A total of **4,850** books have been given to the Perry schools for the Free Book Friday program. Total cost of the Free Book Friday program was \$7,667.86.

The next normally scheduled meeting is scheduled on Thursday, August 13, 2020 at 8 a.m. in the library's small meeting room or may be held electronically depending on the Covid-19 situation. The public is always welcome.

Jeremy Winter moved to adjourn the meeting with Heather Karolus seconding. MCU. Meeting adjourned.

Respectfully submitted, Mary K. Murphy, Library Director

