

The Perry Public Library Board of Trustees met in regular session on Thursday, October 14, 2021, at 8 a.m. Note: This meeting was held in-person at the Perry Public Library in the Community Room.

Board members Margaret Ruggle, Heather Karolus, Mark Miller, Rosa Gonzalez, and Kendall Rathje were present. Library Director Mary Murphy and Deputy Director Misty VonBehren were also present.

Board President Mark Miller called the meeting to order.

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

Minutes – Kendall Rathje moved to approve minutes from the September 9, 2021, meeting, and Rosa Gonzalez seconded. MCU.

Financial Statements – Gift Fund receipts and payments were presented with receipts totaling \$7,806.01 and seven checks, #6120 - #6126, totaling \$893.22. The City of Perry Library Fund Status Report was reviewed. Heather Karolus moved to approve the financial reports with Margaret Ruggle seconding the motion. MCU.

#### Unfinished Business:

Reopening –The library is now open on Monday through Thursday 10 a.m. to 8 p.m., Friday 10 a.m. to 6 p.m., Saturday from 10 a.m. to 5 p.m., and Sunday from 1p.m. to 4 p.m. The meeting rooms are now available for meetings with a cleaning procedure between uses. We will be starting in-person programming for adults in October. We are staying up to date with the numbers of Covid-19 cases in the Perry zip code and encouraging the library staff to wear masks when interacting with the public.

Security Camera System Update – The Library was awarded the ARPA Grant of \$5,000 from the State Library of Iowa. Drees Company ordered the equipment and will notify us when they are ready to install the new system.

Strategic Planning Process -The process now requires the Board to select Library Service Options or areas of focus for the library. The proposed options for the library to concentrate include Digital Learning, Critical Literacies, Lifelong Learning, Providing a Comfortable Space, and Staff Development.

Some suggestions to incorporate into the plan are as follows:

1. Maintaining the Little Libraries throughout Perry.

2. Hosting Traveling Exhibits like we are hosting the Bus Museum from the State Historical Society of Iowa during Art on the Prairie.
3. More Programming for 20' and 30's.
4. More Adult Learning Programming.
5. More Storytimes for Working Parents, also bilingual.
6. Set a goal to employ fulltime or part-time bilingual employee.

Partnership with City of Perry and Hometown Heritage – City Administrator Sven Peterson and Hometown Heritage President Bill Clark meet with Library Director Mary Murphy to discuss the Library Board's concerns about the budget, the responsibilities expected of the Library Director, and security of the Carnegie Library Museum.

Bill Clark committed to raising funds for a Hometown Heritage operating budget for the next five years. Director Murphy developed a Job Description for the Library Director which includes oversight for the Hometown Heritage employees and their work, see attached. In discussing an hourly commitment for budgeting purposes, Director Murphy estimated one hour per day the Carnegie Library Museum is open. This is a rough estimate knowing that some days will be less and some days may be more. There is an expectation that the Library Director will be present for all Hometown Heritage programming. As far as security for the Carnegie Library Museum, an ARLO security camera system was suggested and a doorbell or chime for the lower-level door if a no warning sound was not included in the ARLO security system. The phone system would also have speed dial shortcuts for the police department, the Perry Public Library, and City Hall.

#### New Business:

Policy Review – Kendall Rathje moved to approve the Lockdown Policy, the Gift and Donation Policy, and the Program Policy, with Heather Karolus seconding. MCU.

#### Librarian's Report:

Statistics – Report at meeting.

In-person children's programming will start the week of September 8<sup>th</sup>. We will have a combination of in-person storytimes and zoom storytimes. The in-person storytimes will meet in the Community Room with social distancing and masks greatly encouraged along with hand sanitizing to be safe.

Children's Librarian Suzanne Kestel and Director Mary Murphy are planning a Bilingual Family Storytime in Wiese Park featuring the StoryWalk™ on November 20. This is the beginning of our Children's programming efforts to reach those families that cannot come to a daytime storytime at the Library.

A post renovation 11-month walk through occurred on September 21<sup>st</sup> with the Owner, Architect, and Contractor. This walk-through reviewed all warranty problems prior to the 12-month general

construction warrantee window being over. Please see attached Ethos Design Group document that lists the issues that need to be addressed. Subcontractors have been coming in to “fix” the issues. We are meeting again on October 22, 2021 for the 12 month inspections.

The State Library of Iowa has changed the databases that they provide all Iowa Libraries. BrainFuse, a homework help database with live tutors went live this past month. It can be found on the Library’s home page ([www.perry.lib.ia.us](http://www.perry.lib.ia.us)) as you scroll down to the **Virtual Library green square**. We also received HelpNow and VetNow databases from the State Library under the BrainFuse collection of databases. VetNow connects veterans with an expert to learn more about eligible VA benefits and community resources. HelpNow has tools for Job Seekers that include the following:

- [Live Resume Coaching](#)
- [Live Interview Coaching](#)
- [Unemployment Assistance](#)
- [eParachute](#)
- [Job Resources](#)
- [Resume Templates & Resources](#)
- [Optimal Resume](#)
- [Interview Tips](#)
- [Interview Resources](#)
- [Career Prep and Job Resources](#)

All of these databases can be easily converted into Spanish and French as well as English.

Director Murphy attended the Iowa Library Association meeting on Oct 7, 2021. She participated in a panel discussion titled, “Library Leaders Connect: Sharing Stories of Success, Challenge, and Inspiration.” Report at meeting.

The Library has acquired a new resource, Novelist, that can be found in our card catalog. It shows up at the bottom of the citation entry. It reveals a selection of materials (most likely a book) that is very similar to a book you have read or want to read.

The Library will once again take part in Art on the Prairie –on November 13 and 14, 2021. We will not have student art but will host local artists, have three Chad Elliot children’s program, sponsor a craft, dedicate memorial art to Ivan Winger, and host the State Historical Society of Iowa bus Museum.

Board Education – Director Murphy outlines the detail of the accreditation application along with the supporting documents needed and ADA review required.

The next normally scheduled meeting is on Wednesday, November 10, 2021, at 8 a.m. in the library’s Community Room (aka the large meeting room). The public is always welcome.

Meeting Adjourned at 9:20 a.m.

Respectfully submitted, Mary K. Murphy, Library Director

