

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES

June 11, 2020

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 Smartphone:
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By Phone:

1(312) 626-6799 Meeting ID: 830 1307 9744 PW: **124907**

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+1 (312) 626-6799

Meeting ID: 920144006

The Perry Public Library Board of Trustees met in regular session on Thursday, June 11, 2020. Note: This meeting was entirely conducted electronically.

Board members Mark Miller, Margaret Ruggle, Heather Karolus, Jeremy Winter, and Rosa Gonzalez were present. Library Director Mary Murphy was also present.

President Mark Miller called the meeting to order.

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

Minutes – Margaret Ruggle moved and Jeremy Winter seconded a motion to approve the minutes of the May 14, 2020 and May 28, 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 #5952 - #5961 in the amount of \$6,194.57 from the Gift Fund and the Library line items from the FY20 City of Perry Budget. MCU.

Unfinished Business:

Building Project – The Pre-Bid Meeting occurred on June 9, 2020 from Noon to 3 p.m. We had 12 contractors visit the library. The bids are due at 2 p.m. on June 16, 2020 in the City Council Chambers. The architectural firm ETHOS will evaluate the bids for responsiveness and cost then make a recommendation to the Board at the Special Library Board Meeting on June 25, 2020 at 8 a.m. and to City Council on June 30, 2020 meeting.

Health Initiatives – Programming has started with our partner ISU Extension and Outreach with *Kids in the Kitchen*, *Designing Your Own Diet!*, and *Is It Whole Grain?* The StoryWalk™ may be finished as early as June 15th. A Kick Off Event will occur virtually with the local media involved when the StoryWalk™ officially open.

Reopening –Phase 2 of the Reopening Plan was initiated on June 1, 2020. The part-time employees returned to work June 3, 2020. We are also started taking back our library materials on June 1, 2020. The materials are quarantined for 72 hours then disinfected before checking them in and shelving them. Our next step would be evaluating the Dallas County data for consistent downward trend (14 days) 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 still 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 of our Phased-In Reopening Plan. Part-time employees were in the library on Wednesday, June 3, 2020 for a meeting covering PPE, personal responsibility, and cleaning of workspaces and of the library. We have one part-time employee that volunteered to clean the library and one part-time employee to help with the indoor plants, and volunteers helping with outdoor plants and landscape.

Phase 2

Date – June 3, 2020

Criteria to Implement

- Governor approval of libraries in Dallas County to open & Phase 1 of Federal Reopen Plan
- Recommendations from ALA and State Library of Iowa
- Easing of physical distancing restrictions
- 14 days of declining infections and deaths in Dallas County
- Gatherings of 10 or more allowed

Library Services

- Library closed to public
- Accept library materials returns with cleaning and quarantined protocol in place
- Curbside continue for checkouts of library materials
- Patron assistance via phone, text, email
- Programs: online only
- Outreach: suspended
- Copying, printing, faxing, notary perform with great care – curb-side service
- ILL and IA Shares resume
- No library material donations accepted

Library Building Hours

- No public hours

Library Staffing

- Fulltime staff to report to library 9 a.m. to 5 p.m. on Mon - Fri and 10 a.m. to 2 p.m. on Sat. Publicly distancing as much as possible, cleaning common surfaces many times during the day, separate bathrooms, quarantining for 14 days if exposed to sick person, staff to do health checks every morning with CDC procedure
- PT staff will be needed for cleaning and disinfecting returned materials and Saturday staffing
- Staff to maintain physical distancing as much as possible

Needs

- Procure PPE masks, gloves, googles/glasses and hand sanitizer, disinfecting wipes, and disinfectant - supply assured
- Staff encouraged to wear PPE
- Training: Safety and new library procedures for next phase
- Signage: Safety and Directional for next phase
- Promotion via website, social media, and city

Concerns

- Cleaning and quarantining of returned library materials (current thought is 72 hours)

Summer Library Programs launch on June 1, 2020. 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 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 6th. 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.

StoryWalk™ - All cement pads have been poured in Wiese Park. The anchoring plates for the Story Panel posts are installed. Parks and Rec Director John Anderson relayed that the posts should be mounted by June 15, 2020. The story book panels have been made to go into the metal story book page frames.

The next special meeting is scheduled for Thursday, June 25, 2020 at 8 a.m. in the library's small meeting room or may be held electronically depending on the Covid-19 situation. The next normally scheduled meeting is scheduled on Thursday, July 16, 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.

Rosa Gonzalez moved to adjourn the meeting with Margaret Ruggle seconding. MCU. Meeting adjourned.

Respectfully submitted, Mary K. Murphy, Library Director

