

## Gutekunst Public Library Board Minutes August 6, 2020

Board meeting was held onsite and/or via Zoom. Attendees met on the West porch outside and adhered to the six-foot social distancing protocol. Todd Meyer called the meeting to order at 7:08pm. Also present: Don Goodman (via Zoom/offsite), Pat Kifer, Michelle Wilkinson, Buffi Honeck, Sandra Nyberg and Mara Edler.

Minutes from July were approved. Pat moved, Buffi seconded, ayes carried.

Bills and operating expenses from July were approved. Don moved, Michelle seconded, ayes carried.

Petty cash from July was approved. Michelle moved, Pat seconded, ayes carried.

**Public Comment:** None

### **Correspondence:**

- Farmers Savings Bank: Trust Statement
- Capital Group: Quarterly Statement

**Friends of GPL Report:** None

### **Old Business:**

- Covid-19 Pandemic Procedures: The library continues to serve the public through phase 2 procedures as outlined in the reopening plan.
  - Mara has been in communication with neighboring libraries; most are open to the public to some capacity.
  - Mara outlined and shared her recommendation for transitioning from phase 2 to phase 3. Her recommendation follows phase 3 protocols with the following amendments:
    - Patrons will continue to be admitted by appointment. Walk-ins will be accommodated as available and will continue to be handled as appointments. Patron contact information will continue to be recorded and kept on record for two weeks. This system allows for tracing and communication in the event of exposure.
    - The library will be open 10-12 on Saturdays.
    - High Risk patrons will not be given exclusive rights during the hour of 9-10am.
    - Computer time would be limited to 60 minutes.
    - Public restrooms will be available to the public.
    - Study rooms would be available to the public for 60 minutes by appointment.
  - Phase 2 Operation Continued: The board decided to postpone a phase transition. The library will continue operating in phase 2 as outlined in the reopening plan.
  - Masks Mandatory: Patrons will now be required to wear masks in the building. Curbside services will be offered to patrons who choose not to wear a mask.

Michelle made a motion to require patrons to wear masks while in the building, Buffi seconded, ayes carried.

- Swank Movie License: Swank extended licensing through the month of August.
  - The board has decided to allow the Swank Movie License to expire. The board will consider a renewal once the library is open to the public and the license can be used.

### **New Business:**

- Repeal of City of State Center Library Ordinance Amendments: Current ordinance is out of compliance with Iowa Code 2020, Section 392.5.: Amendment 242 and Section 21.05 Number 13 were not subject to the approval of the voters of the city and are therefore deemed unlawful.

- Amendment 242: Added by City Council vote in 2002 in order to add rural patron representation to the GPL board of trustees.
  - At this time, all members of the board of trustees must live within the township. Jackie Barnes (rural representation) may no longer serve on the board effective immediately.
- Section 21.05 Number 13: This addition was not brought to a public vote. It is unknown when/how No. 13 of this section was added; it is not a part of the 1996 codification.

Michelle made a motion to request that the City of State Center rescind Ordinance 242 and Section 21.05 No. 13, restoring the ordinance to Ordinance No. 12 (1972), Buffi seconded, ayes carried.

- Mara has been in communication with Kevin O'hare and Lori Bearden (City Clerk) in regards to this issue and the best way to proceed.
- Moving forward:
  - The board will ask the mayor to appoint, with approval of the council, a resident to fill the opening on the GPL board of trustees.
  - The board will create and request an ordinance amendment to allow for flexibility in board representation, which may include rural representation. The board will ask that the City presents the amendment for a vote from the public.
- Election of Library Board President: Jackie Barnes is no longer able to serve as board president.
  - Don made a motion to elect Todd Meyer as the new president of the board, Pat seconded, ayes carried.
  - Todd made a motion to elect Buffi Honeck as the new vice president of the board, Sandra seconded, ayes carried.
- BrainFuse HelpNow Renewal: Brainfuse is a live tutoring service offered in partnership with the Atlantic Public Library (APL).
  - BrainFuse offers live k-12 tutoring (including FAFSA application help) in English and/or Spanish from 2-11pm. Service can be accessed from home.
  - Approximate yearly cost through the APL consortium is \$196.00.

Buffi made a motion to renew the BrainFuse subscription, Sandra seconded, ayes carried.

- Behavior Policy: The board reviewed the GPL Behavior Policy (last approved June 2017).
  - Following changes were recommended (alterations appear underlined):
    - Vaping added to restrictions: "The library does not allow in the building or on its premises smoking, vaping, or the use of other tobacco products."
    - Clarification regarding bicycles/scooters: "The library does not allow in the building or on its premises the use of skateboards, bicycles, scooters or rollerblades as a nuisance at the discretion of library staff."

Pat made a motion to approve the Behavior Policy pending the preceding changes, Michelle seconded, ayes carried.

- Long Range Plan: Mara and the board will be working with Maryann Mori (Central District Consultant for the State Library of Iowa) to complete an updated Strategic Plan.
  - The Strategic Plan is a requirement for accreditation. It will outline the library's goals and objectives to meet the needs of the community within a five year projection.
  - The plan must be based on public input.
    - Friends of GPL will be contacted to collaborate on the development of the plan.
    - A focus group will be formed to collect public input. The library intends to seek feedback from patrons representing a variety of characteristics (ie. younger versus older, regular users versus inactive users, families with young children versus those without).

- The board discussed paying off debt as a potential component of the Strategic Plan.
- Association for Rural & Small Libraries: The annual conference is being held September 28-October 2nd and has been moved to an online format.
  - The conference fee is \$65.00.
  - In addition to continued education, the conference offers Mara an opportunity to seek input regarding ordinance amendments, specifically rural patron representation.

Pat made a motion to pay the \$65.00 conference fee, Sandra seconded, ayes carried.

**Director's Report:** Director's Report was approved. Michelle moved, Pat seconded, ayes carried.

Buffi moved to adjourn, Pat seconded, ayes carried.

Next meeting: September 3, 2020