

## Gutekunst Public Library Board Minutes May 7, 2020

Board meeting was held via Zoom. Jackie Barnes called the meeting to order at 7:02pm. Also present: Todd Meyer, Don Goodman, Pat Kifer, Michelle Wilkinson, Buffi Honeck, Sandra Halblom and Mara Edler.

Minutes from April were approved. Todd moved, Pat seconded, ayes carried.

Bills and operating expenses from April were approved. Michelle moved, Todd seconded, ayes carried.

Petty cash from April was approved. Pat moved, Sandra seconded, ayes carried.

**Public Comment:** None

### **Correspondence:**

- Farmers Savings Bank: J G Gutekunst Charitable Trust: Portfolio & Activity Summary
  - Norm Bach: Email update of the Trust's most current Market Value/Activity Summary
- Capitol Group: Quarterly Statement

**Friends of GPL Report:** None

### **Old Business:**

- Covid-19 Pandemic Procedures:
  - Curbside Protocol: GPL continues to follow procedures put into place during previous meetings. The library began offering curbside service, Monday, May 4th. Mara feels that the curbside offers service safely. The staff is comfortable with the current protocol. GPL will continue to offer curbside, while staying otherwise closed to the public. It is Mara's current recommendation that the library stay closed to the public through the entirety of May. Plans to move forward will be discussed during the June meeting.
  - Supplies: Current stock of cleansing/disinfectant supplies are adequate for current curbside-offerings and to staff the library. There are not adequate supplies in order to open to the public. Staff is currently making their own wipes and cleansers in order to maintain the supplies
  - Shields: Mara will purchase plexi-glass to create desk-shields. Todd volunteered to help build the shields.
  - Reopening Plan: Mara will begin putting together a reopening plan. She shared several examples of plans that have been put into place from other libraries. The board will work with Mara to decide when to shift between phases of the plan. It is the intention of the board to support staff decisions and to ensure staff is comfortable with each phase-move. The board continues to support staff members who opt to stay home for safety.

Todd made a motion to continue paying Library staff as determined by normally scheduled hours and as part of the covid-19 procedures discussed in the previous board meetings, Buffi seconded, ayes carried.

- Fireside Room Technology: All needed items have been ordered, received, and are at the Library to be installed. Mara and the board discussed different options for the location within the room to hang the screen. It was decided that the screen and shelving would be hung over the opening of the transition hallway (East wall).
  - Brad Pfants is donating his time (will only be charging for supplies) to build the custom encasement-shelf that will be used to camouflage the projector screen when not in use. He will be consulting with Barry York to ensure the stain and trim match the current style of the room/library decor.
  - Casey Crawford will be contacted and hired to run the electrical for the screen.

Todd made a motion to approve the electrical and shelving; Sandra seconded, ayes carried.

## **New Business:**

- Summer Library Programming: Linda has been working hard to revamp the entire summer program and vision. At this time, library staff are preparing packets, creating an online reading log to encourage reading, offering read-alouds via zoom, and creating grab-and-go kits for pick-up. Linda will be offering a new STEM activity/craft each week. Participants will be eligible to win a pizza from Bailey's. There will be one winner selected every week.
  - Scheduled presenter options: Mara presented options regarding scheduled presenters. The board discussed canceling all programming presenters. Those who are unable to be cancelled will be rescheduled until next year.
- Iowa Adventure Pass: The library will maintain current passes and numbers, with the exception of the Grout Museum and Brenton Skating Plaza, which will be cancelled. Although there is no guarantee that the cooperating businesses will be open to the public, the board feels that maintaining the passes helps to support our patrons as well as the businesses.
  - Kauffman Grant money: The Kauffman Grant letter arrived. The donation will be used for the purchase of tables and chairs for programming and for checkout through the Library of Things.
- WM Foundation Scholarships: The library board's mission recognizes the value of an educated population and will therefore continue to support the WM Foundation scholarships. The library will contribute four scholarships, each for the amount of \$500.00: a total contribution of \$2,000.00. Michelle made a motion, Buffi seconded, ayes carried
- Summer Landscape Budget: Rob Lechnir requested a set budget for landscaping in order to improve the grounds and replace plants at his discretion. The board discussed allowing \$500.00 from now until the end of the year.

Don made a motion to approve a \$500 landscaping budget, Todd seconded, ayes carried.

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

Pat moved to adjourn, Buffi seconded, ayes carried.

Next meeting: June 4, 2020

Submitted by Sandra Nyberg