

## Gutekunst Public Library Board Minutes September 3, 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 7:05pm. Also present: Buffi Honeck, Don Goodman (via Zoom/offsite), Pat Kifer, Sandra Nyberg and Mara Edler.

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

Bills and operating expenses from August were approved. Buffi moved, Pat seconded, ayes carried.

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

**Public Comment:** None

### **Correspondence:**

- American Funds: Monthly Report
- Weiss Law Office: Annual Notice of Probate (Regarding Trust)

### **Friends of GPL Report:**

- Jerry Peck has been in contact with Mara and has indicated that Friends Group has begun meeting again.
- Next Scheduled Board Meeting: Thursday, September 17 at 6:30pm. Meeting will be held on the west porch at the library.
  - Friends Group plans to delay the bookstore opening. They are working towards opening once or twice a month on the weekends.
  - They plan to restart recruiting efforts.

### **Old Business:**

- Covid-19 Pandemic Procedures:
  - The library continues to operate under phase two procedures. Mara reports that both on-site and curbside patronage remains slow.
  - Mara recommended that the library begins transitioning to phase three procedures.
    - Modified phase three suggestions:
      - Open Saturdays, 10:00am-12:00pm.
      - Welcome walk-ins, no longer requiring appointments. Limit the number of patrons within the library to ten.
        - Procedure: Patrons will be given a number (1-10) upon arrival. Entrance time will be recorded with the number. System will allow staff to fairly serve if/when the number of patrons exceeds ten.

Pat made a motion to operate at a modified phase three, contingent on the suggested procedures, Sandra seconded, ayes carried. Modified phase three procedures will begin Tuesday, September 8th. The first Saturday opening will be September 12th.

### **New Business:**

- August 10th Derecho Storm Report:
  - Grounds Damage: The library endured typical grounds damage, primarily in the form of broken tree branches and damaged limbs.
    - Buffi Honeck and Todd Meyer led a volunteer effort to remove damaged tree limbs and clear the grounds of debris.
    - The City will be evaluating damaged trees for potential removal during city clean-up.
  - Building Damage: Shingles covering the west porch appear to be damaged. During an informal site-inspection, Mara noticed that they had a "wave" that was not previously noticed.
    - Mara contacted Lori Bearden at City Hall to have the shingle-damage included by the city adjuster as part of the City of State Center's insurance claim.

- The city adjuster indicated that the damage was an installation issue and was not related to the storm. Mara contacted John Mahlsted at Haye Construction, who disagreed with the adjuster's assessment.
  - Further inspections indicated that the shingles appeared to be smoothing out as time went by.
    - Board members discussed the possibility of the problem self-correcting. The library will reassess the damage and how to proceed at the next meeting.
  
- Annual Audit Report:
  - Segregation of Duties: The Schedule of Findings indicated the responsibility of the library to establish and maintain internal control by segregating duties, including payroll and disbursements.
    - Lori Bearden, City Clerk, offered to do GPL payroll. The board opted to decline the offer at this time.
    - Segregation of Duties: Moving forward, Don Goodman will prepare the paychecks and Todd Meyer will sign and distribute them.
  - Contract Employees: The Schedule of Findings indicated the responsibility of the library to renew contracts for contracted-employees annually.
  
- Board Elections:
  - Secretary: Pat made a motion to reelect Sandra Nyberg as board secretary, Buffi seconded, ayes carried. Sandra accepted.
  - Treasurer: Buffi made a motion to reelect Don Goodman as board treasurer, Sandra seconded, ayes carried.
  - Member: The library ran a public notice regarding the open position for a board member. Candidates have until September 30th to express their interest.
    - Mayor Steve Sodders will appoint a new board member at the October city council meeting. If the city council approves, the new member will be elected in time for the November GPL board meeting.
  
- Collection Policy Review: The board reviewed the GPL Policy (last approved 2016).
  - No changes were recommended.
  - Don made a motion to approve the Collection Policy, Buffi seconded, ayes carried.

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

Buffi moved to adjourn, Don seconded, ayes carried.

Next meeting: November 5, 2020