

## Gutekunst Public Library Board Minutes July 2, 2020

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

Minutes from June were approved. Pat moved, Don seconded, ayes carried.

Bills and operating expenses from June were approved. Michelle moved, Sandra seconded, ayes carried.

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

**Public Comment:** None

### **Correspondence:**

- Thank you Cards: GPL Scholarship Recipients
- LPL Financial: Annual privacy notice

**Friends of GPL Report:** None

### **Old Business:**

- Covid-19 Pandemic Procedures:
  - GPL Reopening Plan: Mara presented for discussion the newly created/completed reopening plan.
    - The plan outlines four phases of operating protocol and procedures. The building is locked and not accessible for use in Phase 1; The library is open to the public during normal operating hours in Phase 4.
    - The Library is currently operating in Phase 2. The library is offering curbside service Monday-Friday; the library is open to the public by appointment only.
      - GPL is fine free on ALL materials at this time.
  - Phase 2 Recommendation: Mara recommended that the library continue to operate in phase 2 and delay transitioning to phase 3. Mara shared factors impacting her recommendation:
    - Staff Comfortability: The majority of staff remain with current operating procedures, but are uncomfortable with the potential risk of moving to phase 3. Several staff experienced exposure that required being tested (both tested negative).
    - Public & Staff Safety: Current protocol and use of appointments allow for tracing and patron-contacting if positive exposure occurs.
    - Patron Need: Phase 2 is meeting the present need for programming. Current activity varies from all but one appointment filled versus only one curbside utilized. Numbers/circulation increase week to week.
    - Mara has been in communication with neighboring libraries. Most are operating and open to varying degrees.

The board supports Mara's recommendation. The GPL will maintain phase 2 operating procedures.

- Hemphill Memorial Garden Dedication: Family has visited and have enjoyed the bench and fountain. They are pleased with the results.
  - Time: Dedication has been scheduled for Thursday, July 30 at 6:00pm.
  - Communication: Dedication has been advertised in the local newspaper. Mara is sending formal email and written invitations to city members and to members of the Hemphill family.
    - Mara will be in communication with Jeff Hemphill to discuss his vision for the dedication, including the speech.

## **New Business:**

- Rural Board Representation: Ordinance No. 242
  - Board Representation: Under current ordinance requirements, “All [board] members shall be residents of the City, except that one member who is a resident of State Center Township may be appointed to serve on the board.”
  - Jackie presented the ordinance and opened discussion about potential revisions.
    - Amendment Option 1: Add allowance for a second rural patron as a board member (Board would consist of 2 instead of 1; An additional member would not be added to the board. The board would continue to consist of 7 members).
      - This option allows for additional rural representation.
    - Amendment Option 2: Replace representation of State Center township with State Center mailing address.
      - This option allows flexibility in representation.
  - Jackie and Mara presented patron/circulation data: GPL Patrons: 923 total: 269 (29%) rural; 491/(53%) township. Circulation: 10,490 total: 3,183 (30%) rural, 4520 (43%) township.
    - Jackie discussed the current and continued need for rural representation. Her family will be moving and under the current ordinance, she will no longer be able to serve on the board. Jackie proposed that a proposal for an ordinance amendment be submitted to city council.

The board discussed the ordinance and multiple options and consequences for potential revisions. A decision to submit an ordinance revision will be tabled for future discussion.

- Personnel Committee Report:
  - Personnel committee recommended the following raises:
    - Staff (all hourly staff members excluding the director): Hourly raise of \$0.25.
    - Director: Hourly raise of \$0.50.
      - Mara requested to forgo the raise. The board declined her request and proceeded with the recommendation of the personnel committee.

A motion was made to proceed with the personnel committee raise-recommendations; 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: August 6, 2020