



NORWALK EASTER PUBLIC LIBRARY

Library Board of Trustees Meeting Minutes

July 2020

Date: Monday July 13, 2020 **Time:** 6:30 pm
Location: Zoom with URL <https://us02web.zoom.us/j/5541738280>

Due to the COVID-19 pandemic, this meeting was held virtually. Permission granted by the following:

Per Governor Proclamation, on March 20, 2020.

ELECTRONIC MEETINGS AND HEARINGS

SECTION NINE. Pursuant to Iowa Code § 29C.6(6), and at the request of the Iowa League of Cities on behalf of numerous local governmental bodies, I temporarily suspend the regulatory provisions of Iowa Code § 21.8, 26.12, and 414.12, or any other statute imposing a requirement to hold a public meeting or hearing, to the extent that the statutes could be interpreted to prevent a governmental body from holding the meeting by electronic means, provided that the governmental body properly notices the meeting or hearing and includes a telephone conference number or website address that permits the public to participate in the meeting or hearing. I also temporarily suspend those statutes to the extent they could be interpreted to prevent a governmental body from limiting the number of people present at an in-person location of the meeting, provided that the governmental body provides a means for the public to participate by telephone or electronically as provided in this section.

Call to Order

Board President Steve Clarke called the meeting to order at 6:31p.m.

Trustees present at roll call: Steve Clarke, Stephanie Farmer, Elizabeth Thompson, Joe Moench, and Sarah Smith.

Library Staff Present: Director Jean Bosch

Others Present: Judy Corcoran

Public Comment/Guests

Judy Corcoran was present, representing the Norwalk Easter Public Library Foundation.

Approval of Agenda

Director Bosch amended the agenda with the addition of a trustee discussion to Other Business. Ms. Thompson motioned to approve the agenda as amended; Ms. Smith seconded, and the motion carried unanimously.

Review of June Meeting Minutes

The June Meeting Minutes were provided. With no amendments, Mr. Moench motioned to approve the June Meeting Minutes; Ms. Farmer seconded, and the motion carried unanimously.

Approve Bills

Director Bosch discussed the issues and frustrations with Caselle, the city's accounting software.

Following an update to the software in early April, the library has experienced continuous issues. A service ticket has been placed with Caselle support. Mr. Clarke inquired about the ProQuest payment and asked if it was the annual subscription cost. Director Bosch confirmed that yes, that is the annual subscription fee for genealogy databases ancestry.com and heritagequest.com.

Roll call vote:



Clarke – AYE
Farmer – AYE
Moench – AYE
Thompson – AYE
Smith – AYE

Treasurer's Report

The treasurer's report was provided to the Board. Director Bosch said we received our county funding for FY 2019-2020 and provided the circulation numbers to the county consortium. Director Bosch does expect the full amount of funding from the state library for FY 2020-2021.

Director's Update

Director Bosch shared her difficulties with the State Library of Iowa on how to count attendance for programming. For example, do only the four viewers during the Facebook Live session count, or do the additional viewers count who view the program at a later time? Similarly, wireless usage statistics are not available at this time due to pending advice from the State Library of Iowa on how to include new wireless hotspots within the city parks provided by the library.

The library re-opened to the public on Monday July 6, 2020 and has gone very well. Most patrons wear masks and maintain social distancing. Library staff is cleaning on a regular basis. Discussions continue with staff about the reality of a potential relapse and closing the library building to the public, but still offering curbside pickup. Director Bosch offered high praise to the staff and their successful efforts of curbside pickup.

Launchpads are a new collection item for youth and families that include a pre-loaded tablet with educational apps and are available for circulation. Brainfuse HelpNow is a program that will be added to our current Brainfuse services. Brainfuse HelpNow offers live tutoring online.

New Business

Logo – Director Bosch presented two options for a new library logo; the board unanimously decided on the second option. The board also decided the tagline to read, “Information. Innovation. Inspiration,” rather than “Education. Innovation. Inspiration.”

Other Business

Trustees – One application has been received to fill a trustee vacancy and another resident has sent an email indicating interest. Director Bosch has asked her to submit an application.

Adjournment

Mr. Moench moved to adjourn the meeting at 7:34 p.m. Ms. Farmer seconded. The motion carried unanimously.

/s/

Sarah Smith, Secretary



07/13/2020