



NORWALK EASTER PUBLIC LIBRARY

Library Board of Trustees Meeting Minutes

June 2020

Date: Monday June 8, 2020

Time: 6:30 pm

Location: Library Community Room, 1051 North Ave. Norwalk, IA 50211 with physical distancing and also via 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 notifies 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 6:32p.m.

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

Library Staff Present: Director Jean Bosch and Annette Clark

Others Present: Deb Hobbs

Public Comments

Deb Hobbs of 4709 Wakonda Drive, Norwalk, raised the question via Zoom's chat feature, "In view of what our country is experiencing, do you feel that the library has enough books and media on the topics of racism in America, white privilege in America, and ways to combat racism? How will you address this topic before opening and afterwards?" Ms. Clark replied she had ordered some titles the library did not currently have as part of the collection. Ms. Hobbs asked if those items will be promoted or just added to the shelves. Director Bosch replied that many of the items have been promoted on the library's Facebook page.

Approval of Agenda

Director Bosch emailed an addendum to the agenda regarding the March and April 2020 expenditures prior to the scheduled meeting. Mr. Clarke mentioned the March expenses were approved via email previously. Ms. Smith motioned to approve the agenda as amended; Ms. Thompson seconded, and the motion carried unanimously.

Presentations

None.



Director's Update

Director Bosch shared the staff had 546 items ready for curbside pickup on the first day the service was offered; patrons seem to appreciate the curbside pickup and the hours. The Summer Reading Program has started and is going well utilizing an online program and an app called READsquared. For patrons without access to internet or a device, paper logs are available for pickup.

The Library Foundation has approved funding to develop a new website for the library. The cost is approximately \$2,000; \$1,000 for the web domain and web development services and the remaining \$1,000 is for the first year's monthly maintenance and updates. The Trustees will be asked to approve approximately \$760 annually for the website beginning fiscal year 2022.

Proposed Plan for Phased Library Services and Approval

Director Bosch said interlibrary loan service has been added as of June 8th. A soft open is scheduled for Monday July 6th. Open hours will be Monday through Thursday, 10 a.m. to 6:30 p.m. with staff working 9:30 a.m. to 8 p.m. and open hours for Friday through Saturday will be 10 a.m. to 4 p.m. with staff working 9:30 a.m. to 5 p.m. Director Bosch is confident in her supply of hand-sanitizers, masks, and cleaning supplies. Some furniture and public computers will be stored to encourage social distancing. Scripts will be provided to staff so all patrons will be told the same things. Masks will not be required for patrons, but strongly encouraged per the advice of the city attorney. Mr. Moench motioned to approve the Proposed Plan for Phased Library Services as is; Ms. Farmer seconded. The motion carried unanimously.

Other Business

Payment of Bills – Director Bosch is working with the city to track missing payments. The expenses will be presented at the next meeting for approval. There has been a request from the city to forward any invoices for items purchased for Covid-19 to be turned into FEMA for potential reimbursement. Mr. Clarke inquired about the lack of funds from the county contributions. Director Bosch has been in contact and the funds will be received within the month.

Roll call vote:

Clarke – AYE

Farmer – AYE

Moench – AYE

Thompson – AYE

Smith – AYE

May Meeting Minutes Approval – May Meeting Minutes were presented for approval. Mr. Clarke remarked his last name and Ms. Clark's last name were spelled incorrectly. Director Bosch also mentioned she added the text from the Governor's proclamation regarding electronic meetings. Ms. Thompson motioned to approve the May meeting minutes as amended; Ms. Farmer seconded, and the motion carried unanimously.

4th of July Parade Library Float – Ms. Thompson inquired about the library float for the 4th of July parade. After discussion, it was determined there would not be a library float.

Trustees Vacancies – Ms. Farmer inquired about the vacancies of two trustees. Director Bosch said councilmembers have been asking some Norwalk residents.



Adjournment

Ms. Thompson moved to adjourn the meeting at 7:23 p.m. Mr. Moench seconded. The motion carried unanimously.

/s/

Sarah Smith, Secretary
06/08/2020