



NORWALK EASTER PUBLIC LIBRARY

Library Board of Trustees Meeting Minutes

May 2020

Date: Monday May 4, 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 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 Clark called the meeting to order at 6:32p.m.

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

Trustees absent: Joe Moench

Library Staff Present: Director Jean Bosch, Annette Clarke, and Kayla Becker

Approval of Agenda

Ms. Farmer motioned to approve the agenda as is; Ms. Smith seconded.

Roll call vote:

Clark – AYE

Farmer – AYE

Thompson – AYE

Smith – AYE

The motion carried unanimously.

Library's Response to COVID-19

Director Bosch shared how the library is providing services virtually: Wireless internet is provided from the parking lot 24/7, offered digital library cards, increased the number of eBooks and audio books available, a minimum of five programs each week are accessible via Facebook Live, use of the window space, and interactive videos online have engaged patrons. Email and phone services have been updated for employees to check remotely.



Proposed Plan for Phased Library Services and Approval

Director Bosch provided the Plan for Phased Library Services during COVID-19 Pandemic and discussed in detail each phase. While trying to follow local, state, and federal guidelines as well as health officials in order to provide services safely, area libraries may open at 50% capacity. Director Bosch contacted the fire chief to assist in determining the capacity of the building. At the time of this meeting, there was not a response. Beginning the week of May 18th, the library will provide curbside pickup on Tuesdays, Thursdays, and Saturdays by reserving materials online, emailing the library, or calling the library. Reopening may happen after a sustained reduction in the number of positive COVID cases for a minimum of two weeks in the Norwalk area. In order to reopen, staff must have access to cleaning and sanitizing supplies as well as personal protective equipment. A soft opening with shorter hours and special hours for high-risk patrons will be probable. Plexiglass barriers have been installed, as well as floor stickers reminding patrons and staff to remain six feet apart, and a one-way to enter the library and a one-way to exit. Programming will likely remain online throughout the summer months.

Ms. Smith motioned to approve the Proposed Plan for Phased Library Services as is; Ms. Thompson seconded.

Roll call vote:

Clark – AYE

Farmer – AYE

Thompson – AYE

Smith – AYE

The motion carried unanimously.

Other Business

None

Adjournment

Ms. Thompson moved to adjourn the meeting at 7:39 p.m. Ms. Farmer seconded.

Roll call vote:

Clark – AYE

Farmer – AYE

Thompson – AYE

Smith – AYE

The motion carried unanimously.

/s/

Sarah Smith, Secretary

05/05/2020