



ERICSON PUBLIC LIBRARY

AGENDA ERICSON PUBLIC LIBRARY BOARD OF TRUSTEES

Place: LIBRARY MEETING ROOM

Date: April 20, 2020 at 5:00 PM.

In an effort to follow CDC guidelines pertaining to COVID-19 the Ericson Public Library will be limiting the number of individuals allowed in the meeting room at any given time to ten (10). The regularly scheduled Board meeting set to April 20, 2020 at 5:00 PM will be held electronically. You may join the meeting via internet and/or phone. If you feel that you need to be at the meeting to speak you may come to the library and check in at the main entrance, then when your item comes up on the agenda, we will allow you to come into the meeting room to address the Trustees. If you want to just listen to the meeting please utilize one of the electronic methods below:

Website:

<https://zoom.us/j/97613017508?pwd=TkxMVm13VGxySXRoTWhaVE1nSk9hdz09>

Meeting ID: 976 1301 7508

Password: 098899

- A. Roll call & quorum
- B. Approve minutes of previous meeting
- C. Correspondence
- D. Public comments
- E. Director's Report
- F. Financial report and approval of warrants
- G. Committee Reports
- H. Old business
 - 1. Pandemic update
 - 2. Greene Street parking project

I. New business

1. Budget amendments

J. Adjournment

THE NEXT SCHEDULED BOARD MEETING: Monday, May 18, 2020, 5PM

The Board of Trustees of the Ericson Public Library met on Monday, March 16th, 2020, at 5:00 p.m. at the library.

Those present were Heather Frese, Charles Irwin, Meredith Nerem, John Neimants, Barb Rardin, Kyle Hanna, Maribeth Waldman, and Susan Posch. Absent: Gary Nystrom. Guests: David Byrd, Greg Pıklapp, and Bill Skare. The meeting was called to order by Rardin at 5:00. There was a quorum present.

The February 18th, 2020, meeting minutes were accepted unanimously on a motion by Nerem, seconded by Waldman and Irwin.

There was no correspondence.

City Administrator Bill Skare noted, given Coronavirus concerns, City Hall is directing all its traffic to the single office that has a glass barrier in place. He noted, too, that an EPL staff member had contacted a City Council member regarding lack of such protection in the library and concerns for staff safety. Rardin has discussed this with the person who sent the message and has been in contact with the State Library and the Health Department. While staff are in favor of closing the library, they're concerned about the bill currently in Congress that might grant pay for affected employees but perhaps not for those who work for city, county, or state governments. Skare assured the Board that, since pay for full-time and part-time staff is in our approved budget, staff can remain on payroll and not be concerned about the bill under discussion. Rardin had been approached by staff who wondered whether they might continue to work at least part-time during the closure, preparing for Summer Reading Program, etc. Skare saw no barriers to that and added that he'll know more about the situation after a conference call in which he'll participate on Tuesday, March 17th.

The Director's report was reviewed. It showed an increase in computer and Wi-Fi usage and outreach visits. The new website is up, and there have been compliments regarding its look and functionality. The COVID-19 outbreak has caused the cancellation of programming. It's unclear at this time whether it will also affect the Friends of the Library's planned "May Day Plant Day", with digging in April and a plant and book sale, program, and kids' activities set for May 1st and 2nd. Work on the long-range goal of **Accessibility and Connection to Technology** continues. An amnesty week is scheduled for National Library Week (April 19th to 25th). A motion (Nerem/Frese) passed unanimously to accept the Director's Report.

The financial reports were reviewed and, there being no comments, the warrants were approved unanimously on a motion by Irwin, seconded by Waldman. Posch will deliver the warrants to City Hall in the morning.

There were no committee reports or items under old business.

The sole new business item was EPL's response to the coronavirus. Rardin noted that the libraries in Des Moines, Ames, and elsewhere have closed. Following State guidelines, EPL cancelled programming for this week and began disinfecting toys and other frequently-touched surfaces in addition to their continuing efforts to keep all areas of the building clean, but many staff and board members have recommended closing the library and using the down-time to deal with a number of "housekeeping" issues: having the contracted cleaning company do a deep cleaning of the interior of the library and setting the thermostat down and using mostly the emergency lighting to garner utility savings (with the suggestion that some of the savings be used toward finishing Phase 2 of the landscaping on the west side of the building). Questions raised included emptying of the book-drop, responding to phone messages and e-mail, and other day-to-day concerns such as updating the Facebook page and the website

and making signs for the doors and book-drop. It was noted with great relief that Director Jamie Williams is cutting her travel plans short and returning to Iowa. While we hope she takes time for herself and her family, we're glad she'll be nearby to help with all the issues related to the closure. A motion (Irwin/Hanna) passed unanimously to close the Ericson Public Library effective Tuesday, March 17th, until further notice. A second motion (Nerem/Waldman) to keep all staff on payroll during the closure also passed unanimously.

The meeting was adjourned at 5:20 p.m. on a motion by Irwin, seconded by Frese, that carried unanimously.

Respectfully submitted,

Susan Posch, Board member