

Tentative Agenda
Drake Community Library Board of Trustees
June 24, 2020, 5:15 p.m.
Electronic Meeting
made available via Zoom from the online City Agenda Center

allowed as per Governor Reynold's State Public Health Emergency Declaration, March 20, 2020
due to potential for spread of COVID-19

Topic: Library Board of Trustees
Time: Jun 24, 2020 05:00 PM Central Time (US and Canada)

NOTE: Meeting begins at 5:15 pm

Join Zoom Meeting

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Meeting ID: 950 8226 4905

Password: 326017

One tap mobile

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This meeting will be held remotely via Zoom

A. **Members present:** ___ Elfenbein ___ Hardin ___ Hammond ___ McFee
___ Pagliai ___ Rudolph ___ Swick Other: ___ Kennett

B. **Approval of agenda –**

C. **Approval of Minutes**

1. Approval of May 27, 2020 Regular Board Meeting minutes

D. **Communications –**

E. Report of Director

1. Statistical reports for April & May
2. Greater Poweshiek Community Foundation DCL Endowment report 05.31.20
3. Flagpole update
4. Roof condition
5. Update on status of library operations

F. Committee reports

Building and grounds –

Finance, salary and personnel – Report regarding Library Director’s evaluation

Long range planning –

Policy –

H. Trustee report

I. Financial report and approval of bills

J. Old business

1. Consider waiver of previous library user fines and fees; adoption of fine-free practices going forward.

K. New Business

1. Review policy: Meeting Room
2. Review policy: Special Events (includes Event Request & Rental Agreement appendices)

L. Trustee Continuing Education

1. Introduce Board Room 2020 series of continuing education opportunities for trustees.

MINUTES of the DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES

May 27, 2020, 5:15 p.m

Electronic Meeting

made available via Zoom from the online City Agenda Center

**allowed as per Governor Reynold's State Public Health Emergency Declaration, March 20, 2020
due to potential for spread of COVID-19**

ROLL CALL: _X_Elfenbein _X_Hardin _X_Hammond _X_McFee
 _X_Pagliai _X_Rudolph _X_Swick Others present: _X_Kennett

President Pagliai called the meeting to order at 5:25 p.m.

APPROVAL OF AGENDA: Swick moved and Hardin seconded approval of the agenda, noting the need to meet electronically due to COVID-19 social distancing practices.

Roll call vote: _Aye_Elfenbein _Aye_Hardin _n/a_Hammond _n/a_McFee _Aye_Pagliai
 _n/a_Rudolph _Aye_Swick

[Hammond joined meeting]

APPROVAL OF MINUTES: Hardin moved and Swick seconded approval of the April 22, 2020 Regular Board Meeting minutes.

Roll call vote: _Aye_Elfenbein _Aye_Hardin _Aye_Hammond _n/a_McFee _Aye_Pagliai
 _n/a_Rudolph _Aye_Swick

COMMUNICATIONS:

1. Endowment report for April was received from the Greater Poweshiek Community Foundation. Fund balance, as of 4/30/2020, is \$116,886.92.

[McFee joined meeting]

REPORT OF DIRECTOR:

1. Statistical reports for April were not available at this time.

2. Kennett reported on the library's service response due to Coronavirus (COVID-19) conditions since the last board meeting.

1. City administration provided guidance for establishing a plan for gradually resuming city services. Kennett presented the library's three-phase plan to local public health and medical authorities, Mayor Agnew, & City Manager Behrens via Zoom connection on May 13. Discussion occurred and general consensus for the plan was achieved. See attached.
2. A recall of Library Assistant position was issued May 15th.
3. Curbside delivery of physical materials will begin June 3rd
4. Access to a public work station with Internet connection, by appointment only, will begin June 3rd. A maximum of two stations will be located in the community room.
5. Demand for LINK daycare sites has been met by other community entities. The library facility is no longer being considered for this service.
6. S&S Plumbing replaced a geothermal system compressor
7. TnT Tuckpointing is expected to begin cleaning the building exterior June 1st.

8. Repair of basement door structure has been approved by City Manager, but not yet scheduled.

COMMITTEE REPORTS:

Building & Grounds – none

- *Finance, Salary, & Personnel -*
Hardin reported on committee meeting held May 20, via Zoom.
Hardin, Pagliai, Rudolph, and Kennett were present.
The “GUIDANCE FOR THE RESPONSIBLE AND STRATEGIC REOPENING OF THE CITY OF GRINNELL PUBLIC LIBRARY AND RELATED ADMINISTRATIVE CONSIDERATIONS” document and a three-phase plan for staffing the library were reviewed. Plans for conducting the performance evaluation of the Library Director in June were established.

Long Range Planning – none

Policy – none

[Rudolph joined meeting]

TRUSTEE REPORTS: *None.*

FINANCIAL REPORT AND APPROVAL OF BILLS: Financials were reviewed. McFee moved and Swick seconded the approval of bills payable in June.

Roll call vote: Aye_Elfenbein Aye_Hardin Aye_Hammond Aye_McFee Aye_Pagliai
 Aye_Rudolph Aye_Swick

OLD BUSINESS:

As follow-up to the October 23, 2019 board of trustees meeting, Kennett presented product information for a 20 foot commercial flagpole with external halyard, Martin’s Flag Company, Des Moines and a commercial solar flag light from Outdoor SolarStore.com.

1. McFee moved and Elfenbein seconded the purchase of the flagpole and solar lighting and Kennett to make arrangements with Public Service regarding installation.
Roll call vote: Aye_Elfenbein Aye_Hardin Aye_Hammond Aye_McFee Aye_Pagliai
 Aye_Rudolph Aye_Swick

NEW BUSINESS:

1. Public Art Policy was reviewed. Rudolph moved and Swick seconded approval of policy without revision.
Roll call vote: Aye_Elfenbein Aye_Hardin Aye_Hammond Aye_McFee Aye_Pagliai
 Aye_Rudolph Aye_Swick
2. Contracts with Other Communities Policy was reviewed. Hardin moved and Swick seconded approval of policy without revision.
Roll call vote: Aye_Elfenbein Aye_Hardin Aye_Hammond Aye_McFee Aye_Pagliai
 Aye_Rudolph Aye_Swick

3. Contracts for library service with Kellogg, Malcom, Oakland Acres, & Searsboro were reviewed. Swick moved and Elfenbein seconded issuance of the contracts.

Roll call vote: Aye Elfenbein Aye Hardin Aye Hammond Aye McFee Aye Pagliai
Aye Rudolph Aye Swick

TRUSTEE CONTINUING EDUCATION: Pagliai mentioned the strong selection of continuing education webinars currently being offered by the State Library.

Swick moved and Hardin seconded adjournment.

Meeting adjourned at 6:08 p.m.

Next meeting: June 24, 2020 at 5:15 p.m.

Theresa Pagliai
Library Board President

Marilyn Kennett, Director
Recording Secretary

GUIDANCE FOR THE RESPONSIBLE AND STRATEGIC REOPENING OF THE CITY OF GRINNELL PUBLIC LIBRARY AND RELATED ADMINISTRATIVE CONSIDERATIONS

This guidance is provided to ensure the reopening of the city of **Grinnell Public Library** is done appropriately and in accordance with orders from the State of Iowa. These guidelines are not created to encourage premature or irresponsible reopening. **Our goal is to create an environment that balances our need to provide quality essential services to area residents, provide our employees with a healthy and safe working environment, improve preparedness for future events, and do our part to prevent the spread of Covid-19.** Many of the recommendations presented here will be temporary; however, some may become permanent changes to our operations to better prepare for future emergencies, disasters, or other negative circumstances.

The city of Grinnell has assembled an ad hoc committee to advise us on issues related to our goals listed above: Dr. Joseph Whitman, ENT at Grinnell Surgical Associates; Shauna Callaway, Director of Public Health at Unity Point-Grinnell Regional; Andrew Stith, architect with Slingshot Architecture, Rick Whitney, Director of Facilities Management at Grinnell College; Rob Vest, Grinnell Fire Fighter and Grinnell Safety Director.

Recommended guidelines for **Phase I** of Library Reopening:

- Follow Iowa Department of Public Health guidelines to prevent the spread of the COVID-19 virus: <https://coronavirus.iowa.gov/pages/resources>
- Staff should stay home upon feeling ill and self-report if they are experiencing symptoms of COVID-19: <https://coronavirus.iowa.gov/pages/resources>
- All employees will be required to have their paychecks direct deposited to their accounts. No paper checks will be printed or distributed.
- The waiver of past charges for overdue materials and the suspension of overdue fines is in effect to reduce the need for money handling. Extended due dates are in effect to minimize the need for return of library materials during COVID-19 conditions.
- Materials returned to the Library's drop box will be held for a minimum of 24 hours prior to the check-in process. Personnel performing check-in duties will wear rubber gloves to wipe down exterior of materials with disinfectant product. Materials will be held for a further 48 hours prior to recirculation to the public.
NOTE: When logistically possible (i.e. number of materials returned per day does not overload receiving bin capacity) materials will be isolated for 72 hours prior to the check-in process. This would eliminate the need to wipe down materials prior to check-in.
- No person* may enter the main library which is secured by locked gate or door keypads requiring a passcode unless their office is in this secured area. Employees with offices located in this area include the Library Director, the Youth Services Director, the Systems Administrator, Library Assistants, and Circulation Clerks. AmeriCorps members supervised by Library staff may access the secured area.
*Exception: Scheduled maintenance workers such as custodial and outside companies performing preventive maintenance and repairs may enter the main library while practicing social distancing measures.
- When public health data for Poweshiek County and surrounding counties shows a sustained improvement in the level of COVID-19 community spread, the Library will deliver physical materials via staggered, pre-arranged pickup times. Patrons may make arrangements via online

methods or by telephone for materials to be picked up the following day outside the north entrance of the Library. A maximum of two Internet stations, located in the community room and bookstore will be accessible to the public by appointment only. The Internet station will be disinfected after each session. Social distancing practices and enhanced hygiene practices will be implemented in the lobby.

- Access to public restrooms in the lobby will be limited to one person at a time or to a minor accompanied by their responsible adult. Custodial staff will clean the public restrooms and the lobby/community room surfaces at the beginning of each work day and perform a second cleaning at a mid-point in the work day. Hand washing signs will be posted in all restrooms.
- Washable cloth masks will be issued to each staff member and will be expected to be in use when maintaining recommended social distancing is not possible. Re-usable rubber gloves (Playtex dishwashing type gloves) will be issued to each staff member for use when checking in materials. Each staff member will be responsible for washing/storing their gloves appropriately after use. Disposable gloves may be used when supplies exist. Requests for additional items of Personal Protective Equipment (PPE) should be made in writing (via email is acceptable) to the Library Director. These requests will be reviewed and if approved filled as expeditiously as possible.
- In addition to PPE, the Library shall provide adequate cleaning and disinfectant supplies, especially in high risk areas such as restrooms, shared meeting spaces, and break rooms/food preparation areas.
- It is the responsibility of each staff member to self-report conditions of personal illness.
- Custodial staff will clean the public restrooms and the lobby/community room surfaces at the beginning of each work day as part of their regular duties and perform an additional second cleaning at a mid-point in the work day.
- Frequent handwashing by staff will be encouraged throughout the workday.
- No meetings with attendees from the public will be held at the Library.
- Employees should avoid using equipment assigned to other staff such as phones, desks, and other equipment. Clean and disinfect all equipment that is shared use.
NOTE: the main desk area will be assigned to one person at a time to avoid cross contamination and will be disinfected after each person's shift on the desk.
- All continuing education, training, and certifications will be done remotely or online. No employee may travel outside of Iowa for any reason related to their employment with the city of Grinnell unless approved in writing by the Library Director or in the case of the Library Director the City Manager. Employees are encouraged to limit all travel and use remote meeting options when available. When possible, employees should share webinars and other online resources with others and participate in small groups.
- All employees will be required to clean their workstations at least once daily.
- Any employee using the staff breakroom shall clean all surfaces appropriately to protect future users.
- Hours of operation for public services may be limited. Suggested schedule to meet public demand for physical delivery of books and access to limited number of Internet stations:
 - 10 am – 6 pm, Monday through Thursday and
 - 10 am – 2 pm on Saturdays.Part-time staff would work staggered shifts to support social distancing while providing circulation services. Management staff would have to understand and agree that there will likely be work to be done on Fridays but it can be done remotely.

NOTE: Only the lobby will be accessible to a limited number of public Internet users, with enhanced cleaning practices, therefore it is not considered necessary to suspend services for three straight days.

- No building modifications are recommended or necessary at this time.

Phase II

Due to the uncertainty of conditions, it is not practical to consider in detail a Phase II scenario at this time. Depending upon the level of Coronavirus community spread, allowing the public to use the entirety of the facility would most probably require facility modifications.

- acrylic screens at public service desks
- methods to limit the number of people in a given space
- mask requirement for the public and staff
- greater availability of disinfectant products and personal protective equipment
- Regulating library visitors to 50% of normal capacity
- Continued exercise of social distancing amongst staff and visitors.
- Public meetings may be allowed to occur with attendance limitations and social distancing amongst meeting participants. Length of meetings may need to be limited.

Phase III

Resume full services appropriately according to pandemic conditions.

DCL Circulation Stats by Item Types

April 2020 (COVID Closure)

Item type Group		Current	Same month	Current	Previous
		Month	Previous		
		Total	Year		
	Book	47	2,195	21,816	24,542
	Special Book (7 day)	1	79	216	597
TOTAL ADULT BOOKS		48	2,274	22,032	25,139
TOTAL YA BOOKS	YA Book	1	227	2,190	2,690
		1	227	2,190	2,690
	Children's Book	14	2,704	27,390	28,140
TOTAL CHILDREN'S BOOKS		14	2,704	27,390	28,140
	Paperback	0	209	3,292	3,127
TOTAL PAPERBACKS		0	209	3,292	3,127
	Adult Audio	1	164	1,326	1,822
	Adult Video	5	196	1,587	2,298
TOTAL AUDIO/VIDEO		6	360	2,913	4,120
	YA Audio	0	7	176	118
TOTAL YA AUDIO/VIDEO		0	7	176	118
	Children's Audio	0	20	285	350
	Children's Video	0	82	1,632	1,232
TOTAL CHILDREN'S AUDIO/VIDEO		0	102	1,917	1,582
	Periodicals	1	77	589	787
	Equipment	0	2	1	7
	ILL from other libraries	1	59	419	436
	ILL Mobius Delivery	0	0	0	1
	Misc. Other	0	18	154	177
TOTAL MISCELLANEOUS		2	156	1,163	1,408
Total Physical Item Circ		71	6,039	61,073	66,324
	Bridges eBooks	984	574	6,420	5,530
	Bridges eAudiobooks	460	317	4,035	3,135
	RB Digital eAudiobooks	73	56	481	416
	Freegal MP3 Downloads	171	210	1,526	1,701
	Bridges eMagazines	71	19	333	194
	Kanopy Streaming Video*	260	na	2,088	na
Total eResource Downloads		2,019	1,162	14,883	11023*
	*Kanopy service began June 2019				
TOTAL CIRCULATION		2,090	7,201	75,956	77,347*

DCL Circulation Stats by Borrower Types

April 2020 (COVID closure)

Btype Group	This	Same month	Current	Previous
	Month	Previous		
	Total	Year	YTD	YTD
Grinnell College Student	0	135	684	857
Iowa Resident: DCL patron	36	3596	34,927	39022
Open Access patron	24	568	4,994	5407
Library Board	0	17	378	233
Library Page	0	6	159	52
Pay Card	0	0	0	0
Restricted Computer Patron	0	0	0	0
Staff (adult)	11	170	3,509	3303
TOTAL ADULT PATRONS	71	4,492	44,651	48,874
Bk Del (Homebound)	0	166	1,308	1710
Bk Del (Books in Baskets)	0	175	2,381	2050
TOTAL DELIVERIES	0	341	3,689	3,760
CLIK-Preschooler	0	146	1,057	1768
Kindergartner	0	31	797	831
1st Grader	0	39	1,039	479
2nd Grader	0	60	566	1011
3rd Grader	0	10	651	700
4th Grader	0	72	934	947
5th Grader	0	73	904	832
6th Grader	0	77	723	582
TOTAL CHILDREN	0	508	6,671	7,150
Home School Child (discontinued)	0	0	0	320
Home School Provider	0	363	3,725	3439
Preschool Teachers	0	64	387	481
Teacher G-N Schools	0	88	568	512
Teacher Not G-N Schools	0	125	477	660
TOTAL EDUC. PROGRAMS	0	640	5,157	5,412
ILL sent to other libraries	0	17	287	245
LP sent to other libraries	0	41	717	873
TOTAL SPECIAL LOAN	0	58	1,004	1,118
Total	71	6,039	61,172	66,314

DCL Other Services				
April 2020 (COVID Closure)				
	CURRENT MONTH	Same mo. last year	YEAR TO DATE	Previous Y.T.D
COMPUTER USE BY PUBLIC				
Main Area Computers	0	1004	7158	9338
Children's Computers	0	51	704	1277
Little Kids Computers	0	95	937	1261
TOTAL COMPUTER SESSIONS	0	1150	8799	11876
Distinct Users This Month	0	262		
Guest Logins	0	60		
MEETING ROOM USE				
Business Groups	0	3	32	67
Community Groups	0	83	594	686
Public Forums	0	5	74	59
Drop-In & Other Use	0	46	331	442
Total Groups	0	137	1031	1254
Business People	0	50	269	734
Community People	0	1933	10931	12861
Public Forum People	0	88	1259	2510
Drop-In & Other Use	0	83	633	926
Total People Count	0	2154	13092	17031
LIBRARY PROGRAMS				
Adult programs	0	0	16	28
Young Adult programs	0	0	13	19
Children programs	0	25	232	206
Total Library Programs Offered	0	25	261	253
Adult attendance	0	0	400	528
Young Adult attendance	0	0	122	146
Child attendance	0	343	4503	4073
Total Library Program Attendance	0	343	5025	4747
ARCHIVE USE	0	27	181	209
DOOR COUNT	0	6557		
WIRELESS USERS	361	3722	8689	
VOLUNTEERS				
Number of	0	15	186	170
Total hours	0	144	1065	1168

Online Learning and Reference Databases				
Reference Databases				
Gale Reference Searches	288	32	1686	1307
Credo Reference Searches	0	9	16	48
Chilton Online Auto Repair	0	1	14	28
Reference USA Phone Directory Searches	5	11	333	78
Mango Language Program Sessions	39	16	130	300
Transparent Language Program Sessions	1	8	11	213
Brainfuse (replaced Learning Express)	2	41	178	41
Ancestry.com Searches	168	54	1474	1178
Heritage Quest Searches	2	111	279	465
Niche Tutorial Views	251	108	1157	1105

DCL Circulation Stats by Item Types

May 2020 (COVID Closure)

Item type Group		Current	Same month		Previous YTD
		Month Total	Previous Year	Current YTD	
	Book	13	2,341	21,816	26,883
	Special Book (7 day)	1	21	216	618
TOTAL ADULT BOOKS		14	2,362	22,032	27,501
TOTAL YA BOOKS	YA Book	2	235	2,190	2,925
		2	235	2,190	2,925
TOTAL CHILDREN'S BOOKS	Children's Book	27	2,177	27,390	30,317
		27	2,177	27,390	30,317
TOTAL PAPERBACKS	Paperback	1	274	3,292	3,401
		1	274	3,292	3,401
TOTAL AUDIO/VIDEO	Adult Audio	0	190	1,326	2,012
	Adult Video	3	230	1,587	2,528
		3	420	2,913	4,540
TOTAL YA AUDIO/VIDEO	YA Audio	0	11	176	129
		0	11	176	129
TOTAL CHILDREN'S AUDIO/VIDEO	Children's Audio	0	19	285	369
	Children's Video	0	120	1,632	1,352
		0	139	1,917	1,721
TOTAL MISCELLANEOUS	Periodicals	0	43	589	830
	Equipment	0	0	1	7
	ILL from other libraries	0	50	419	486
	ILL Mobius Delivery	0	0	0	1
	Misc. Other	0	9	154	186
		0	102	1,163	1,510
Total Physical Item Circ		47	5,720	61,073	72,044
	Bridges eBooks	956	536	6,420	6,066
	Bridges eAudiobooks	459	387	4,035	3,522
	RB Digital eAudiobooks	63	43	481	459
	Freegal MP3 Downloads	195	156	1,526	1,857
	Bridges eMagazines	32	5	333	199
	Kanopy Streaming Video*	167	na	2,088	na
Total eResource Downloads		1,872	1,127	14,883	12165*
*Kanopy service began June 2019					
TOTAL CIRCULATION		1,919	6,847	75,956	84209*

DCL Circulation Stats by Borrower Types

May 2020 (COVID Closure)

Btype Group	This	Same month	Current	Previous
	Month	Previous		
	Total	Year	YTD	YTD
Grinnell College Student	0	112	684	969
Iowa Resident: DCL patron	13	3571	34,940	42593
Open Access patron	2	439	4,996	5846
Library Board	0	28	378	261
Library Page	0	4	159	56
Pay Card	0	0	0	0
Restricted Computer Patron	0	0	0	0
Staff (adult)	7	173	3,516	3476
TOTAL ADULT PATRONS	22	4,327	44,673	53,201
Bk Del (Homebound)	0	127	1,308	1837
Bk Del (Books in Baskets)	0	156	2,381	2206
TOTAL DELIVERIES	0	283	3,689	4,043
CLIK-Preschooler	0	184	1,057	1952
Kindergartner	0	42	797	873
1st Grader	0	32	1,039	511
2nd Grader	0	30	566	1041
3rd Grader	0	31	651	731
4th Grader	0	103	934	1050
5th Grader	0	69	904	901
6th Grader	0	46	723	628
TOTAL CHILDREN	0	537	6,671	7,687
Home School Child (discontinued)	0	0	0	320
Home School Provider	5	307	3,730	3746
Preschool Teachers	0	33	387	514
Teacher G-N Schools	20	66	588	578
Teacher Not G-N Schools	0	15	477	675
TOTAL EDUC. PROGRAMS	25	421	5,182	5,833
ILL sent to other libraries	0	32	287	277
LP sent to other libraries	0	130	717	1003
TOTAL SPECIAL LOAN	0	162	1,004	1,280
Total	47	5,730	61,219	72,044

DCL Other Services May 2020 (COVID Closure)				
	CURRENT MONTH	Same mo. last year	YEAR TO DATE	Previous Y.T.D
COMPUTER USE BY PUBLIC				
Main Area Computers	0	952	7158	10290
Children's Computers	0	63	704	1340
Little Kids Computers	0	73	937	1334
TOTAL COMPUTER SESSIONS	0	1088	8799	12964
Distinct Users This Month	0	272	0	
Guest Logins	0	101	0	
MEETING ROOM USE				
Business Groups	0	3	32	70
Community Groups	0	57	594	743
Public Forums	0	17	74	76
Drop-In & Other Use	0	33	331	475
Total Groups	0	110	1031	1364
Business People	0	56	269	790
Community People	0	930	10931	13791
Public Forum People	0	385	1259	2895
Drop-In & Other Use	0	76	633	1002
Total People Count	0	1447	13092	18478
LIBRARY PROGRAMS				
Adult programs	0	1	16	29
Young Adult programs	0	3	13	22
Children programs	0	4	232	210
Total Library Programs Offered	0	8	261	261
Adult attendance	0	50	400	578
Young Adult attendance	0	510	122	656
Child attendance	0	665	4503	4738
Total Library Program Attendance	0	1225	5025	5972
ARCHIVE USE	0	23	181	232
DOOR COUNT	0	5954		
WIRELESS USERS	941	1099	9630	
VOLUNTEERS				
Number of	0	14	186	184
Total hours	0	118	1065	1286

Online Learning and Reference Databases				
Reference Databases				
Gale Reference Searches	236	177	1922	1484
Credo Reference Searches	3	3	19	51
Chilton Online Auto Repair	0	1	14	29
Reference USA Phone Directory Searches	5	12	338	90
Mango Language Program Sessions	70	18	200	318
Transparent Language Program Sessions	1	1	12	214
Brainfuse (replaced Learning Express)	3	16	181	57
Ancestry.com Searches	756	119	2230	1297
Heritage Quest Searches	72	57	351	522
Niche Tutorial Views	177	59	1334	1164

Fund Balance as of May 31st., 2020
 Drake Community Library Endowment Fund - 1015

	Current Period	YTD
Gifts	40.00	13,069.99
Investment Income (Loss)	3,951.04	(728.59)
	-----	-----
Total Revenues	3,991.04	12,341.40
Administrative Cost Share	138.52	1,776.32
Bank Charges/Online Donation Fees	0.00	2.28
	-----	-----
Total Expenses	138.52	1,778.60
	-----	-----
Net Income (Loss)	3,852.52	10,562.80
	=====	=====
Beginning Fund Balance		110,176.64
Net Income (Loss)		10,562.80
Ending Fund Balance		120,739.44

Drake Community Library Endowment Fund - 1015

Type	Name	Date	Amount
Gift	Friends of Drake Community Library	07/25/2019	5,000.00
Gift	Caleb and Tina Elfenbein	07/30/2019	15.00
Gift	Clem and Leona Bodensteiner	08/27/2019	100.00
Gift	Emily Guenther	08/29/2019	25.00
Gift	Caleb and Tina Elfenbein	08/29/2019	15.00
Gift	Barbara Brown and David Lopatto	09/30/2019	15.00
Gift	R. Cecilia Knight and Gary Mertens	09/30/2019	24.99
Gift	Elaine Marzluff	09/30/2019	150.00
Gift	Joshua and Kelly Sandquist	09/30/2019	50.01
Gift	Elizabeth Trimmer	09/30/2019	30.00
Gift	Caleb and Tina Elfenbein	09/30/2019	15.00
Gift	Emily Guenther	09/30/2019	25.00
Gift	Marie Eisenman	10/01/2019	500.00
Gift	Robert and Nancy Cadmus	10/08/2019	100.00
Gift	Jeff and Harriett Dickey-Chasins	10/08/2019	50.00
Gift	Jonathan Andelson and Karin Stein	10/08/2019	100.00
Gift	Elizabeth Dobbs	10/08/2019	100.00
Gift	Dick and Carolyn Ritter	10/10/2019	200.00
Gift	Benjamin and Arlene Guenther	10/10/2019	25.00
Gift	Edward & Judith Scheer	10/17/2019	500.00
Gift	Luann and Rick Weigel	10/22/2019	25.00
Gift	Russelle Jones Leggett	10/31/2019	1,000.00
Gift	Joshua and Kelly Sandquist	10/31/2019	250.00
Gift	Thomas and Emily Moore	10/31/2019	200.00
Gift	Caleb and Tina Elfenbein	10/31/2019	15.00
Gift	Emily Guenther	10/31/2019	25.00
Gift	Transfer from GPCF Spirit of Giving Event	10/31/2019	20.00
Gift	Kent and Katherine McClelland	10/31/2019	500.00
Gift	Arnold and Harriet Adelberg	10/31/2019	1,000.00
Gift	Scott and Delphina Baumann	10/31/2019	100.00
Gift	Douglas and Virginia Cameron	11/01/2019	1,000.00
Gift	Jeffrey and Renee Menary	11/12/2019	50.00
Gift	Jean Libbey	11/25/2019	100.00
Gift	Emily Guenther	11/29/2019	25.00
Gift	Caleb and Tina Elfenbein	11/29/2019	15.00
Gift	Miriam Baumann	12/16/2019	100.00
Gift	Gayle and Lois Strickler	12/18/2019	125.00
Gift	Emily Guenther	12/31/2019	25.00
Gift	Caleb and Tina Elfenbein	12/31/2019	15.00
Gift	Barbara Brown and David Lopatto	12/31/2019	15.00
Gift	R. Cecilia Knight and Gary Mertens	12/31/2019	24.99
Gift	Elaine Marzluff	12/31/2019	150.00
Gift	Joshua and Kelly Sandquist	12/31/2019	50.01
Gift	Elizabeth Trimmer	12/31/2019	30.00
Gift	Gary and Sally Maring	12/31/2019	300.00
Gift	Jean Jones	12/31/2019	400.00
Gift	Emily Guenther	01/28/2020	25.00
Gift	Caleb and Tina Elfenbein	01/28/2020	15.00
Gift	Caleb and Tina Elfenbein	02/28/2020	15.00
Gift	Emily Guenther	02/28/2020	25.00
Gift	Barbara Brown and David Lopatto	03/27/2020	15.00
Gift	Donnette Ellis	03/27/2020	15.00
Gift	R. Cecilia Knight and Gary Mertens	03/27/2020	24.99
Gift	Elaine Marzluff	03/27/2020	180.00
Gift	Ivy Schuster	03/27/2020	5.00
Gift	Elizabeth Trimmer	03/27/2020	30.00
Gift	Caleb and Tina Elfenbein	03/31/2020	15.00
Gift	Emily Guenther	03/31/2020	25.00

Drake Community Library Endowment Fund - 1015

Type	Name	Date	Amount
Gift	Emily Guenther	04/30/2020	25.00
Gift	Caleb and Tina Elfenbein	04/30/2020	15.00
Gift	Caleb and Tina Elfenbein	05/31/2020	15.00
Gift	Emily Guenther	05/31/2020	25.00
** Total Gifts			13,069.99

DRAKE COMMUNITY LIBRARY**RECEIPTS**

as of 04/30/20

	Previous balance	MTD	YTD
County tax	15,209.50	0.00	15,209.50
Donations (ILL, mtg room use) (LWV mtg room use)	840.04	125.00	965.04
Fines	2,164.16	0.00	2,164.16
Fees (Malcom, Kellogg, Oakland Acres, Searsboro)	3,180.00	0.00	3,180.00
Lost materials	366.38	0.00	366.38
Photocopy	4,703.90	0.00	4,703.90
Miscellaneous (replacement cards)	79.00	0.00	79.00
Total	26,542.98	125.00	26,667.98

Carryover from March 31, 2020

75.00

Plus total from April, 2020

125.00

Less undeposited receipts

75.00

Total recorded at City Office**125.00****GIFT ACCOUNT (167 detail)**

Balance as of March 31, 2020

\$ 86,977.22

RECEIPTS

QiGong	25.00
D&T Burkhead	100.00
GPCF (Art Heiman book fund)	50.00
J&W Gustafson (Art Heiman book fund)	50.00
Tim Watson Memorial gifts	1030.00

Total Gift Revenue

\$1,255.00**EXPENDITURES**

Penworthy - J books	149.49
Center Point - LP books	248.65
MicroMarketing - LP books	89.58
Cengage - LP books	123.95
Folding table for community room	55.85

Total Gift Expenditure

\$667.52**Balance on April 30, 2020****\$87,564.70**

DRAKE COMMUNITY LIBRARY**RECEIPTS**

as of 05/31/20

	Previous balance	MTD	YTD
County tax	15,209.50	0.00	15,209.50
Donations (ILL, mtg room use) (LWV mtg room use)	965.04	0.00	965.04
Fines	2,164.16	0.00	2,164.16
Fees (Malcom, Kellogg, Oakland Acres, Searsboro)	3,180.00	0.00	3,180.00
Lost materials	366.38	0.00	366.38
Photocopy	4,703.90	0.00	4,703.90
Miscellaneous (replacement cards)	79.00	0.00	79.00
Total	26,667.98	0.00	26,667.98

Carryover from April 30, 2020	75.00
Plus total from May, 2020	0.00
Less undeposited receipts	75.00

Total recorded at City Office **0.00**

GIFT ACCOUNT (167 detail)

Balance as of April 30, 2020 \$ 87,564.70

RECEIPTS

S&G Greenwald	5000.00
QiGong	50.00
Grinnell College Mini Grant - wireless connectivity	1000.00
Karl Lalonde Memorial gifts	135.00

Total Gift Revenue **\$6,185.00**

EXPENDITURES

Systems Techology Group-READsquared online program	395.00
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Total Gift Expenditure **\$395.00**

Balance on May 31, 2020 **\$93,354.70**

DRAKE COMMUNITY LIBRARY

MEETING ROOM POLICY

Note: Although there is no charge for the use of Library meeting rooms, any donation your organization may like to give will be gratefully received.

1. The Drake Community Library provides meeting space for civic, cultural, educational and public informational meetings by community and business groups. Private social events are not allowed. Meeting rooms are not available for businesses to sell or promote merchandise or services or placement of orders. Meeting rooms are not available for non-profit organizations to conduct fund-raising activities. Exception: Programs or sales conducted by the Friends of Drake Community Library, the City of Grinnell or the library itself.

2. All meetings held at the library must be free of charge. No admission, collection or donation may be taken. Exception: With approval of the library director, permission to charge a fee may be given to the Friends of Drake Community Library as well as organizations and area colleges using meeting rooms for seminars, programs, and courses of an educational or cultural nature. Private tutoring of an educational nature is allowed.

These regulations are in accordance with Article VI of the American Library Association's Library Bill of Rights which states that such facilities should be made available to the public served by the given library "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

3. Reservations for use of meeting rooms will be assigned according to the needs of the meeting. Meeting rooms available include:

Community Room	Capacity 110 seated with chairs only. OR Capacity 80 with tables in use by attendees. LCD projector and speaker system with hearing loop are available to users. A kitchenette is accessible to users. A divider wall is available to create two spaces (one-half capacity limits apply when divider wall is in place)
Large Group Study Room	Capacity 10 seated around table.
(2) Small Group Study Rooms	Capacity 3.
Board Room	Capacity 12 seated at table.
Story Room	Prioritized for Library events, outside groups may use with approval.

4. The meeting rooms are scheduled on a first come, first served basis. Meeting rooms may be reserved up to one year in advance for non-recurring meetings, and up to 90 days in advance for recurring meetings. Library sponsored events may be reserved outside of these limitations. The Library reserves the right to limit the number of reservations by any organization so that all groups may have a fair opportunity to use the meeting rooms. Meetings may be scheduled by telephone, or in person. Responsible persons must be over the age of 18. The calendar of scheduled events may be viewed from the library's website.
5. Meetings must begin prior to library closing time. Meetings held in the Community Room may extend past closing time. All other meetings must begin and end during hours of library staff availability. Meetings may start as early as 9:00 a.m.
6. All equipment must be scheduled in advance. Wireless Internet access is available in the meeting spaces. Organizations must supply their own laptop computer. All organizations must take reasonable precautions to avoid damage of equipment, furnishings, floor cover and other library property. Candles and open flames are not allowed. Only Post-It® materials are permitted on wall surfaces and only dry erase markers may be used on white board surfaces. Exits shall not be obstructed and all materials brought in shall be completely removed. The Library will bill organizations for damaged library property.
7. Set up and clean up is the responsibility of the user. Meeting room furniture may be arranged to fit the needs of the user but must be returned to the standard arrangement prior to departure. The Library is a smoke-free building.
8. Food and non-alcoholic beverages are permitted in the Community Room. Covered non-alcoholic beverages are permitted in other meeting areas.
9. Use of meeting rooms does not imply library endorsement of ideas expressed in the meeting or of the aims and goals of the organizations using the facilities. In case a question is raised as to the objective and activities of any organization, group, or individual requesting use of the meeting rooms, the Library Board shall be the final authority in granting or refusing permission for the use of the rooms.
10. All advertising and public notices of events to be held in the meeting rooms must carry a clear statement of organizational sponsorship. No organization or group shall use the Library as its official address.

The Drake Community Library's Meeting Room Policy is part of the library's overall policy structure and should be interpreted in conjunction with other existing policies.

Adopted 04/10

Revised 10/13

Revised 06/14

Revised 06/17

Revised 06/18

DRAKE COMMUNITY LIBRARY SPECIAL EVENTS POLICY

Purpose

The primary purpose of Drake Community Library facilities is to provide a public place where people have open access to informational and cultural resources. After these primary uses have been met, the Library may allow private entities use of the facility, on a rental basis, outside of the regular hours of library operation.

Definition

A special event is defined as an after-hours activity, and as such, is subject to requirements and allowances that may differ from the Drake Community Library Meeting Room Policy. Special events may include private celebrations such as weddings, as well as corporate and non-profit functions. The Board of Trustees of the Drake Community Library, or its designee, approves all special event usage of the Library.

General Rental Regulations

1. The Library facility may be reserved up to one year in advance of the special event.
2. The Library's south terrace, grounds, and interior spaces with the exception of staff areas will be available for use. Specific areas to be accessible will be determined at time of request and specified in the Rental Agreement (Appendix B).
3. The Library reserves the right to determine the potential for harm to facilities and may reject a special event request.
4. Due to the Library's extensive hours of operation, available dates are limited to Sundays during the summer and holidays. Scheduling of events will also be determined by the availability of staff and/or security personnel.
5. Use of the facility may be terminated at any time if the conduct of the group is abusive or dangerous to the building, library materials, exhibits, furnishings, or individuals in the building. Groups renting space will be held financially responsible for any special cleaning, maintenance, or repair resulting from the event.
6. Groups renting facility may not charge admission to their event.
7. Groups renting facility must provide their own setup and takedown and basic clean-up or employ outside catering and/or other services for these purposes.
8. Serving of beer and wine is allowed under provisions in the rental agreement. Spirits are not allowed on the premises of Drake Community Library.
9. In accordance with the Iowa Smoke Free Air Act, no smoking is allowed within the Library facility or on Library grounds.
10. No animals are allowed in the facility with the exception of service animals.

Fees and Agreements

1. A Preliminary Event Request (Appendix A) must be submitted to secure an event date.
2. A per day rental rate plus hourly charges for staffing and cleaning will be charged as detailed in the Rental Agreement.
3. The event host must provide the Library with a copy of an insurance policy outlining the individual, group, or organization's social host liability insurance coverage at least fourteen (14) days prior to the event. The social host liability insurance coverage must provide a minimum of \$1,000,000 (one million dollars) in liability coverage.
4. The Library must have the appropriate signed Rental Agreement and payment prior to the event date. Due date will be noted on the Rental Agreement. Potential for refund of fees will be specified in the Rental Agreement.

The Drake Community Library's Special Events Policy is part of the library's overall policy structure and should be interpreted in conjunction with other existing policies and the Special Events Rental Agreement.

06/17 Adopted

08/18 Revised / addition of Appendix C on a trial basis



Drake Community Library PRELIMINARY SPECIAL EVENT REQUEST

Thank you for your interest in having your special event at Drake Community Library. Your request will be considered and you will be contacted with the results within two weeks of receipt of this form.

Additional information regarding use of the facility by private entities outside of normal library operating hours can be found at our website, www.grinnell.lib.ia.us

Date Request Submitted: _____

Desired Date for Event: _____

Please return completed form to:
Marilyn Kennett, Library Director
mail: 930 Park Street, Grinnell, Iowa 50112
fax: 641.236.2667
email: mkennett@grinnelliowa.gov
phone: 641.236.2661

Space(s) Desired: Clerestory area Story Room Community Room Terrace (outdoors)

Organization or Business, if applicable: _____

Event Host (Person responsible): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Cell: _____

Email: _____

Brief Description of Event: _____

_____ Approximately how many people will be attending? _____

Hours of access desired on date of event (library staff/security person must be on site during all hours of occupation) Note: In the case of wedding events an additional time period for a rehearsal may be negotiated.

Time period for Set-up / Decorating prior to event : _____

Time period for event : _____



Drake Community Library RENTAL AGREEMENT – FULL FACILITY

We welcome you to celebrate your special day or event at the Drake Community Library! The Library is a destination in our downtown, located one block north of Central Park and across the street from Hotel Grinnell, at the junction of Fifth Avenue and Park Street. Drake Community Library is the public library for the City of Grinnell and operates as a department of city government. The facility was completed in 2009 and allows for private functions when the Library would otherwise be closed to the public, i.e. non-library service hours. The facility may be reserved in advance and is booked on a first come, first serve basis. The reservation process can be initiated by contacting Drake Community Library at 641-236-2661. Address: 930 Park Street, Grinnell, Iowa 50112. Website: www.grinnell.lib.ia.us

The Drake Community Library (hereinafter DCL) and the Renter named below agree as follows:

Rental Fees

Reservations may be made up to one year in advance. A payment equal to 100% of the facility rental schedule is due at the time of booking. The facility rental fee will be refunded in full if the event is canceled within 30 days of signing the rental agreement. A final invoice will be sent if additional charges apply after the event. All payments will be listed on the final invoice.

Facility Rental Schedule

Hours of Access on _____ (date), _____ (day of week)

Set-up/decorating time period of _____ to _____

Event and take-down time period of _____ to _____

Renter shall have access to interior spaces with the exception of staff areas

DCL has twelve (12) 2'x6' aluminum folding tables and one-hundred (100) chairs available for use in addition to library furnishings.

Renter shall have access to outdoor terrace via story room and south terrace doors

Note any other agreed upon exceptions _____

- Facility Rental \$400.00
- Cleaning Fee (\$100.00 minimum to cover first 2 hours) \$100.00
- Staff/Security person _____ hours @\$35.00/hour
to cover all times of Renter/Caterer occupation \$_____

Total Rental Schedule (payment due upon signing Rental Agreement) \$_____

_____(Initial)

Payment of the rental schedule amount entitles the renter to use the facility on the date of the event during the agreed upon time periods noted in the rental schedule. Special arrangements must be made for use past 12:00 midnight and **an additional rental fee will be charged at a rate of \$100 per hour plus security fee hours** if occupancy exceeds the 12:00 midnight timeframe.

_____(Initial)



Decorations/Setup/Takedown/Cleaning

Renter will be limited to free standing floor display and table decorations only. No decoration shall be taped or attached to the ceiling or walls, tables, chairs, window door glass or to building exterior. No table "sprinkles" of very fine glitter or rice and stickers, or like decorations are allowed to be used in the facility. Renter shall remove all decorations.

The Renter is responsible for setup & takedown of tables/chairs used for the event. Tables and chairs must be wiped down as necessary and returned to storage, or original configuration, after use. All trash must be picked up and placed in DCL trash receptacles. Excessive trash must be bundled in trash bags and placed in appropriate dumpster at east end of building. DCL Staff will be present to facilitate setup/takedown process. DCL is responsible for final cleaning (vacuuming, mopping floors, general cleaning). _____(Initial)

Alcohol Use

No spirits (hard liquor) are allowed on DCL premises. BYOB is NOT permitted. Cash bar is NOT permitted. *DCL staff/security retains the right to refuse to serve alcohol at any event or to any person for any reason or for no reason whatsoever, and further reserves the right to terminate any event that (in the sole judgment of DCL or those acting under its authority) has become unruly or improperly managed or is a risk to any person or property. If any event is so terminated, there shall be no return of rental amounts or deposit and the same shall be forfeited. No alcohol will be served at highschool graduation events.*

Beer and wine may be provided by the Renter free to guests without a liquor license.

[] Renter does plan to serve beer and/or wine free of charge to guests.

[] Renter does not plant to serve beer and/or wine free of charge to guests.

_____(Initial)

Deposit and Proof of Liability Insurance

A \$500.00 deposit will be collected 60 days prior to date of the event and will be fully refunded within ten (10) days after the event **less** any additional charges for extra cleaning time or occupancy past the agreed upon time detailed in the facility rental schedule.

A Certificate of Insurance (\$1 Million Limit of Liability) must be provided by Renter 60 days prior to date of event. Vendor example: www.theeventhelper.com _____(Initial)

Total Facility Rental Schedule (amount from previous page) \$ _____

_____ date received

Deposit amount \$ _____

_____ date received

Proof of Liability Insurance

_____ date received

I have read and agree to all DCL policy stipulations.

Signed _____ Date _____
(Renter)

_____ Date _____
(Library Director)



**Drake Community Library
RENTAL AGREEMENT- Community Room ONLY**

We welcome you to celebrate your special day or event at the Drake Community Library! The Library is a destination in our downtown, located one block north of Central Park and across the street from Hotel Grinnell, at the junction of Fifth Avenue and Park Street. Drake Community Library is the public library for the City of Grinnell and operates as a department of city government. The facility was completed in 2009 and allows for private functions when the Library would otherwise be closed to the public, i.e. non-library service hours. The facility may be reserved in advance and is booked on a first come, first serve basis. The reservation process can be initiated by contacting Drake Community Library at 641-236-2661. Address: 930 Park Street, Grinnell, Iowa 50112. Website: www.grinnell.lib.ia.us

The Drake Community Library (hereinafter DCL) and the Renter named below agree as follows:

Rental Fees

Reservations may be made up to one year in advance. A payment equal to 100% of the facility rental schedule is due at the time of booking. The facility rental fee will be refunded in full if the event is canceled within 30 days of signing the rental agreement. A final invoice will be sent if additional charges apply after the event. All payments will be listed on the final invoice.

Facility Rental Schedule – Community Room ONLY

Hours of Access on _____ (date), _____ (day of week)

- Set-up/decorating time period of _____ to _____
- Event time period of _____ to _____
- Event take-down time period of _____ to _____ (not to extend past 10:00 pm)
- Renter shall have access to Community Room, Kitchenette, Lobby and Lobby Restrooms
- DCL has twelve (12) 2'x6' aluminum folding tables and one-hundred (100) chairs available for use.
- Facility Rental (\$50.00 minimum for 2 hour event time frame; negotiable otherwise) \$ _____
- Cleaning Fee (\$25.00 minimum to cover first hour) \$ 25.00
- Staff/Security person (\$50.00 minimum to cover access to building and lock up of building; additional charges will be incurred if alcohol is served.) \$ _____

Total Rental Schedule (payment due upon signing Rental Agreement) \$ _____
_____ (Initial)

Payment of the rental schedule amount entitles the renter to use the facility on the date of the event during the agreed upon time periods noted in the rental schedule. _____(Initial)



Decorations/Setup/Takedown/Cleaning

Renter will be limited to free standing floor display and table decorations only. No decoration shall be taped or attached to the ceiling or walls, tables, chairs, window door glass or to building exterior. No table “sprinkles” of very fine glitter or rice and stickers, or like decorations are allowed to be used in the facility. Renter shall remove all decorations.

The Renter is responsible for setup & takedown of tables/chairs used for the event. Tables and chairs must be wiped down as necessary and returned to storage, or original configuration, after use. All trash must be picked up and placed in DCL trash receptacles. DCL Staff will be present to facilitate setup/takedown process. DCL is responsible for final cleaning (vacuuming, mopping floors, general cleaning). _____(Initial)

Alcohol Use

No spirits (hard liquor) are allowed on DCL premises. BYOB is NOT permitted. Cash bar is NOT permitted. *DCL staff/security retains the right to refuse to serve alcohol at any event or to any person for any reason or for no reason whatsoever, and further reserves the right to terminate any event that (in the sole judgment of DCL or those acting under its authority) has become unruly or improperly managed or is a risk to any person or property. If any event is so terminated, there shall be no return of rental amounts or deposit and the same shall be forfeited. No alcohol will be served at highschool graduation events.*

Beer and wine may be provided by the Renter free to guests without a liquor license.

[] Renter does plan to serve beer and/or wine free of charge to guests.

[] Renter does not plant to serve beer and/or wine free of charge to guests.

_____(Initial)

Deposit

A negotiated deposit will be collected 60 days prior to date of the event and will be fully refunded within ten (10) days after the event **less** any additional charges for extra cleaning time or occupancy past the agreed upon time detailed in the facility rental schedule.

_____(Initial)

Total Facility Rental Schedule (amount from previous page) \$ _____

_____ date received

Deposit amount \$ _____

_____ date received

I have read and agree to all DCL policy stipulations.

Signed _____ Date _____
(Renter)

(Library Director) Date _____

BOARD ROOM 2020

Begins in July

After a 1 year hiatus, the State Library is pleased to announce that we are reprising the **Boardroom** series. Starting in July, **Boardroom 2020** will be comprised of five webinars running July through November.



Each episode in **Boardroom 2020** will be 90-minutes from 6:00-7:30PM; each session will be awarded 1.2 c.e. credits. And in a new twist, this year the programs will be based on books! In most cases, the books come from our **Big Ideas** discussion series, with the material adjusted to include board-specific issues. **Note: there is no requirement** that registrants read any of the books prior to the webinars. **July's date is decided == July 23rd == and open for registration.** The other dates will be finalized soon, for now a look at target months and topics:

Schedule and Topics

July 23 == Problem Solving the Upstream Way (based on Upstream by Dan Heath)

Aug == The Art of the Board Meeting (based on The Art of Gathering by Priya Parker)

Sept == The Board's Role in Storytelling (based on Stories That Stick by Kindra Hall)

Oct == The Iowa Library Trustees Handbook (coming 2020 edition, State Library publication)

Nov == Age Diversity on Library Boards (based on The Ones We've Been Waiting For by Charlotte Alter)

Importance and Rationale

- Since the pandemic began, our agency has provided ample classes, discussions, and roundtables for library staff to assist them in meeting their continuing education requirements. Now **Boardroom 2020** sets up Iowa library trustees to fulfill their own education standard—**Standard #8: "all members of the library board participate in a variety of board development training each year..."**
- For library boards, their normal practices--including presentations at meetings--were upended this spring as well. With approximately 4,000 trustees statewide, with turnover in membership, and with trustee education as a Tier 1 standard, this continues to be an important niche to fill in our training efforts.
- In previous years, many library directors logged into their account in the C.E. Catalog and once registered, they shared the ZOOM Room link with their board members via email. And in previous years, many boards opted to hold "viewing parties" in the library meeting room, while other trustees opted to login individually from home. This year, at any given library, a blend of those two approaches may be in order!
- Either way, there is no expectation that attendees read any of the books prior to the webinars. Although we do hope that boards will want to acquire the books and read them afterward to further discussion at future meetings.

The first session is scheduled for Thursday July 23—Problem Solving the Upstream Way. It's open for registration in the C.E. Catalog—join us!

[C.E. Catalog](#)