

MINUTES of the DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES

February 24, 2021, 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 _Hammond _McFee
 _X_Pagliai _X_Rudolph _X_Swick Others present: _X_Kennett

President Pagliai called the meeting to order at 5:15 p.m.

APPROVAL OF AGENDA: Swick moved and Rudolph 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
 _Aye_Rudolph _Aye_Swick

APPROVAL OF MINUTES: Hardin moved and Elfenbein seconded approval of the January 27, 2021 Regular Board Meeting minutes.

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

COMMUNICATIONS:

1. Greater Poweshiek Community Foundation (GPCF) report for DCL endowment was received for month of January 2021.
2. Telephone communication received from Stuart Porter regarding publicity related to the flagpole installation, August 2020. Trustees discussed the importance of listening to and acknowledging citizenry input. Kennett will communicate content of discussion with Porter.

REPORT OF DIRECTOR:

1. Statistical reports for January were reviewed.
2. Kennett presented recently revised FY22 budget.
3. Library job descriptions will be confirmed with City administration prior to start of hiring process for the Youth Services Coordinator position.
4. The document outlining pandemic protocols, Guidance for the Responsible and Strategic Reopening of the City of Grinnell Public Library and Related Administrative Considerations, has been modified to allow for gradually increasing physical access to library collections. The plan allows for browsing by appointment followed by general facility access. CDC COVID-19 protocols for masking up and hand sanitation will be in place.
5. Currently, library services remain in Phase I under pandemic conditions: Curbside pick-up of materials; Internet access by appointment; and Temporary Meeting Room Policy are in effect.

COMMITTEE REPORTS:

Building & Grounds – none

Finance, Salary, & Personnel – none

Long Range Planning – none

Policy – none

TRUSTEE REPORTS: *none*

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

Roll call vote: Aye_Elfenbein Aye_Hardin n/a_Hammond n/a_McFee Aye_Pagliai
 Aye_Rudolph Aye_Swick

OLD BUSINESS: *None*

NEW BUSINESS:

1. The shift to Phase II of the reopening plan was discussed with respect to the Temporary Meeting Room Policy. No action necessary.

TRUSTEE CONTINUING EDUCATION:

The following topics were reviewed and discussed. Pagliai reported on the open meetings law webinar and conducted a review of the recently revised Trustee Handbook

- [Confidentiality of library records](#) (Iowa Code Chapter 22.7 (13))
- [Open meetings law](#) (Iowa Code Chapter 21)
 - [State Library open meetings law webinar](#)
- [Fair Labor Standards Act](#) (U.S. Code Title 29, Chapter 8)
 - Summarized in Trustee Handbook, pages 68, 69
- [Iowa Library Trustee's Handbook](#)

Pagliai moved for adjournment.

Meeting adjourned at 6:15 p.m.

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



Marilyn Kennett, Director
Recording Secretary

Theresa Pagliai
Library Board President