

MINUTES of the 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**

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

President Pagliai called the meeting to order at 5:20 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: _n/a_Elfenbein _Aye_Hardin _n/a_Hammond _Aye_McFee _Aye_Pagliai
 _Aye_Rudolph _Aye_Swick

APPROVAL OF MINUTES: McFee moved and Hardin seconded approval of the May 27, 2020 Regular Board Meeting minutes.

Roll call vote: _n/a_Elfenbein _Aye_Hardin _n/a_Hammond _Aye_McFee _Aye_Pagliai
 _Aye_Rudolph _Aye_Swick

[Elfenbein joined meeting]

COMMUNICATIONS:

1. Endowment report for April was received from the Greater Poweshiek Community Foundation. Fund balance, as of 5/31/2020, is \$120,739.44.

REPORT OF DIRECTOR:

1. Statistical reports for April & May were reviewed. The library was closed to foot traffic and was not providing curbside delivery during this time period. Circulation statistics of physical materials reflected this. However, an overall 30% increase in electronic resources was noted. Use of the wireless connection increased nearly three-fold from April to May due to the installation of a stronger outdoor signal.

2. Delivery and Installation of a 20' flagpole is expected to occur between July 13- July 27. It will be placed at the west entrance to the parking lot.

3. A roof leak presented itself during one of the first heavy rains in June. Tears in the roof membrane were promptly patched. No further leaks have occurred at this time. Kennett is seeking quote for more permanent solution.

4. Library Assistants and Circulation Clerks were recalled to service effective June 1. Library resumed curbside delivery of materials and access to two public Internet stations on June 3. Social distancing protocols amongst staff and public are in place. Returned materials are isolated for three days prior to the check-in process. Kennett is preparing a more detailed plan for moving into Phase II of reopening. No date has been determined to begin Phase II.

COMMITTEE REPORTS:

Building & Grounds – none

Finance, Salary, & Personnel - The committee of Hardin, Rudolph, and Pagliai completed performance evaluation for Library Director Kennett. Hardin reported on the process.

Long Range Planning – none

Policy – none

TRUSTEE REPORTS: *None.*

FINANCIAL REPORT AND APPROVAL OF BILLS: Financials were reviewed. Rudolph moved and Swick seconded the approval of bills payable in July. Some bills were payable from the FY20 budget.

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

OLD BUSINESS:

1. Elfenbein moved and McFee seconded the continuation of fine-free circulation practices on a permanent basis to align with the Library's mission of providing equitable services for all.

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

NEW BUSINESS:

1. Meeting Room Policy was reviewed. Rudolph moved and Swick seconded approval of policy without revision.

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

2. Special Events Policy was reviewed. McFee moved and Rudolph seconded approval of policy, in full, without revision.

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

TRUSTEE CONTINUING EDUCATION: The "Board Room 2020" series of continuing education opportunities was introduced. Pagliai encouraged all trustee to take part in the series.

Swick moved for adjournment.

Meeting adjourned at 6:00 p.m.

Next meeting: July 22, 2020 at 5:15 p.m.

Theresa Pagliai
Library Board President

Marilyn Kennett, Director
Recording Secretary

