

Tentative Agenda
Drake Community Library Board of Trustees
March 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

Topic: Library Board of Trustees

Time: Mar 24, 2021 05:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/95005255641?pwd=U2Mza1NkMHJRdklIdHQyOXJaaMjNdz09>

Meeting ID: 950 0525 5641

Passcode: 571961

One tap mobile

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Meeting ID: 950 0525 5641

Passcode: 571961

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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 February 24, 2020 Regular Board Meeting minutes

D. **Communications**

E. **Report of Director**

1. February 2021 statistical report

2. Seeking quote for landscaping for parking lot perimeter/east end patio area by bowling alley
3. Youth Services Programming Coordinator position hiring update
4. Update on Library services under pandemic conditions

F. Committee reports

Building and grounds –

Finance, salary and personnel –

Long range planning –

Policy –

H. Trustee report –

I. Financial report and approval of bills payable in April

J. Old business - none

K. New Business –

1. Potential use of gift funds for landscaping improvements

L. Trustee Continuing Education

MINUTES of the DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES

February 24, 2021, 5:15 p.m.

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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 _Aye_Hammond _Aye_McFee _Aye_Pagliai
 _Aye__Rudolph _n/a_ Swick

COMMUNICATIONS:

1. Greater Poweshiek Community Foundation (GPCF) report for DCL endowment were 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 _Aye_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.

Theresa Pagliai
Library Board President

Marilyn Kennett, Director
Recording Secretary

Statement of Activity
Drake Community Library Endowment Fund
January 01, 2021 through January 31, 2021

Fund Activity Summary

	<u>Jan 2021</u>	<u>Jul 2020</u>
Beginning Balance	150,721.62	123,359.82

Additions to Fund

<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Donations	309.99	10,019.98
Investment Revenue	125.20	18,828.99
Totals	435.19	28,848.97

Disbursements

<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Administrative Fee Expense	160.40	1,206.80
Other Expenses	0	5.58
Totals	160.40	1,212.38

Net Change	\$ 274.79	\$27,636.59
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Ending Balance	\$150,996.41	\$150,996.41
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Fund Financial Information

Current Fund Assets

<u>Asset</u>	<u>Balance</u>
Cash, Checking, & Savings	31,996.18
Investments	119,000.23
Total	150,996.41

Outstanding Fund Liabilities

No outstanding liabilities for the fund

Fund Activity Detail

Donations

<u>Date</u>	<u>Donor</u> <u>Description</u>	<u>Amount</u>
1/12/2021	Brown, Barbara M. and Lopatto, David	15.00
1/12/2021	Ellis, Mike and Donnette	15.00
1/12/2021	Knight, R. Cecilia and Mertens, Gary	24.99
1/12/2021	Marzluff, Elaine	180.00
1/12/2021	Schuster, Andy and Ivy	5.00
1/12/2021	Trimmer, Elizabeth	30.00
1/31/2021	Guenther, Emily	25.00
1/31/2021	Elfenbein, Caleb and Tina	15.00
Total Donations		309.99

Grants Awarded

No grants awarded in the statement period

DCL Circulation Stats by Item Types

February 2021

Item type Group		Current	Same month		Previous YTD
		Month Total	Previous Year	Current YTD	
	Book	943	2398	9,720	19663
	Special Book (7 day)	23	10	267	201
TOTAL ADULT BOOKS		966	2,408	9,987	19,864
TOTAL YA BOOKS	YA Book	81	184	762	1957
		81	184	762	1,957
	Children's Book	1,251	3246	11,462	24795
TOTAL CHILDREN'S BOOKS		1,251	3246	11,462	24795
	Paperback	59	284	1,246	3003
TOTAL PAPERBACKS		59	284	1,246	3003
	Adult Audio	24	155	287	1241
	Adult Video	15	84	335	1461
TOTAL AUDIO/VIDEO		39	239	622	2702
	YA Audio		12	23	158
TOTAL YA AUDIO/VIDEO		0	12	23	158
	Children's Audio	5	42	78	249
	Children's Video	39	168	160	1568
TOTAL CHILDREN'S AUDIO/VIDEO		44	210	238	1817
	Periodicals	13	52	279	536
	Equipment	7	0	32	1
	ILL from other libraries	30	43	245	374
	ILL Mobius Delivery	0	0	0	0
	Misc. Other	1	45	19	138
TOTAL MISCELLANEOUS		51	140	575	1049
Total Physical Item Circ		2,491	6,723	24,915	55,345
	Bridges eBooks	730	547	6766	4698
	Bridges eAudiobooks	534	398	3872	3219
	RB Digital (now in Bridges)	0	37	84	350
	Freegal MP3 Downloads	128	154	1292	1228
	Bridges eMagazines	34	18	540	189
	Kanopy Streaming Video	141	155	1443	1545
Total eResource Downloads		1,567	1,309	13,997	11,229
TOTAL CIRCULATION		4,058	8,032	38,912	66,574

DCL Circulation Stats by Borrower Types

February 2021

Btype Group		Current Month Total	Same month Previous Year	Current YTD	Previous YTD
	Area Resident	1,817	3571	16,710	32174
	Open Access Borrower	86	492	1,074	4587
	Grinnell College Student	35	67	318	607
	Youth	67	739	1,266	6079
	Pay Card	0	0	0	0
	Restricted Computer Patron	0	0	0	0
RESIDENTS		2,005	4,869	19,368	43,447
	Bk Del (Homebound)	81	136	625	1179
	Bk Del (Books in Baskets)	121	162	1,051	2160
	BOOK DELIVERY	202	298	1,676	3,339
	Library Program Materials	5	362	1,109	3143
	Home School Provider	169	559	1,322	3310
	Preschool Teachers	0	104	316	339
	Teacher G-N Schools	14	236	47	503
	Teacher Not G-N Schools	41	104	274	429
	EDUCATION SUPPORT	229	1,365	3,068	7,724
	ILL sent to other libraries	35	52	246	261
	LP sent to other libraries	20	139	568	698
	SPECIAL LOAN	55	191	814	959
TOTAL		2,491	6,723	24,926	55,469
Online Learning and Reference Databases					
Gale Reference Searches		159	73	594	73
Credo Reference Searches		5	0	11	0
Chilton Online Auto Repair		2	0	8	0
Reference USA Phone Directory Searches		20	10	109	10
Mango Language Program Sessions		40	41	685	41
Transparent Language Program		2	0	16	0
Brainfuse		5	0	15	0
Ancestry.com Searches		290	215	3599	215
Heritage Quest Searches		38	16	79	16
Niche Tutorial Views		120	108	1058	108
Weiss Financial (starting Sept)		15	na	157	na

DCL Other Services				
February 2021				
	CURRENT MONTH	Same mo. last year	YEAR TO DATE	Previous Y.T.D
COMPUTER USE BY PUBLIC				
Main Area Computers	110	818	1683	6778
Children's Computers	0	89	0	687
Little Kids Computers	0	132	0	884
TOTAL COMPUTER SESSIONS	110	1039	1683	8349
Distinct Users This Month	37	260		
Guest Logins	13	113		
MEETING ROOM USE				
Business Groups	0	8	7	32
Community Groups	7	83	31	553
Public Forums	0	9	0	69
Drop-In & Other Use	0	28	1	320
Total Groups	7	128	39	974
Business People	0	54	93	269
Community People	80	1106	518	10343
Public Forum People	0	181	0	1217
Drop-In & Other Use	0	63	2	615
Total People Count	80	1404	613	12444
LIBRARY PROGRAMS				
Adult programs	0	4	0	16
Young Adult programs	0	0	0	13
Children programs (Activity Bags)	1	24	3	224
Total In Person Programs Offered	1	28	3	253
Adult attendance	0	91	0	400
Young Adult attendance	0	0	0	122
Child attendance (Activity Bags)	18	351	96	4419
Total In Person Program Attendance	18	442	96	4941
VIRTUAL PROGRAMS				
Adult programs	0		3	
Young Adult programs	0		5	
Children programs	13		80	
Total Virtual Programs Offered	13	0	88	0
Adult attendance	0		23	
Young Adult attendance	0		10	
Child attendance	126		1659	
Total Virtual Program Attendance	126	0	1692	0
ARCHIVE USE	5	8	28	181
DOOR COUNT	na	5506	na	5506
WIRELESS USERS (See note*)	545	1145	6723	7921
VOLUNTEERS				
Number of	1	22	20	169
Total hours	7	129	55	1008

*Wireless count: The WhoFi monitoring client has not been working due to an issue between their software and our firewall. The numbers reported for January are pulled from our network activity logs and indicate how many times someone connected to the exterior patio access point. Since the building is closed this represents mosts, but not all, public use. Please note that there is likely some usage that is unreported using this approach, but that usage cannot be separated from staff use on other parts of the network.

DRAKE COMMUNITY LIBRARY

RECEIPTS

as of 02/28/2021

	Previous balance	MTD	YTD
County tax	12,142.00	0.00	12,142.00
Donations	259.00	0.00	259.00
Fines	0.00	0.00	0.00
Fees (Searsboro, Kellogg, Oakland Acres)	3,395.60	0.00	3,395.60
Lost materials	295.85	14.00	309.85
Photocopy	586.89	98.00	684.89
Miscellaneous (replacement cards)	4.00	0.00	4.00
Total	16,683.34	112.00	16,795.34

Carryover from January 31, 2021	75.00
Plus total from February, 2021	112.00
Less undeposited receipts	75.00

Total recorded at City Office **112.00**

GIFT ACCOUNT (167 detail)

Balance as of January 31, 2021 \$ 96,700.74

RECEIPTS

Grinnell College - Karen Neal honorarium	300.00
Mark Kennett memorial gift	20.00
Bill Wissmiller memorials	250.00
Total Gift Revenue	\$570.00

EXPENDITURES

ASI - giving wall engraving (M. Lynch)	100.00
Amazon - feminine products for care kits	108.86
B&T - Bookin' IT books	285.84
Costello, et al - shipping for Lalonde mineral collection	98.75
Total Gift Expenditure	\$593.45

Balance on February 28, 2021 **\$96,677.29**