

Tentative Agenda
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

Join Zoom Meeting

Topic: Library Board of Trustees

Time: May 27, 2020 05:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/94992760630?pwd=OC9CdEtJZDhrdzVWcWZUZzk5U1ViUT09>

Meeting ID: 949 9276 0630

Password: 888727

One tap mobile

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Find your local number: <https://zoom.us/u/acgo6oa1x4>

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 April 22, 2020 Regular Board Meeting minutes

D. **Communications –**

E. **Report of Director**

1. Statistical reports for April will be presented next month.
2. Greater Poweshiek Community Foundation DCL Endowment report 04.30.20
3. Flagpole update
4. Update on status of library operations
 - a. <https://grinnell.lib.ia.us/covid19-resource-page/>
 - b. Demand for LINK daycare sites has been satisfied by other community entities
 - c. Process and procedures regarding re-opening of library for delivery of physical services to the public
5. Building and grounds
 - a. A geothermal system compressor was replaced by S&S Plumbing
 - b. Schedule for cleaning of building exterior by TnT Tuckpointing
 - c. Repair of basement door structure is approved, not yet scheduled

F. Committee reports

Building and grounds –

Finance, salary and personnel – Rudolph report of committee meeting held 5/20/2020

Long range planning –

Policy –

H. Trustee report

I. Financial report and approval of bills

J. Old business

1. Purchase of flagpole; arrange for Public Works to install flagpole
2. Consider solar lighting for flagpole, see <https://tinyurl.com/solarflagpole> for product video

K. New Business

1. Review policy: Public Art
2. Review policy: Contracts With Other Communities
3. Consider Contracts for Service for communities of Kellogg, Malcom, Oakland Acres, & Searsboro

L. Trustee Continuing Education

MINUTES of the DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES

April 22, 2020, 5:15 p.m

Electronic Meeting

made available via Zoom from the online City Agenda Center

<https://us02web.zoom.us/j/89110794381>

**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 5:19 p.m.

APPROVAL OF AGENDA: Rudolph moved and Elfenbein 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 _Aye_Hammond _Aye_McFee _Aye_Pagliai
 _Aye_Rudolph _Aye_Swick

APPROVAL OF MINUTES: Hardin moved and Swick seconded approval of the March 25, 2020 Regular Board Meeting minutes.

Roll call vote: _Aye_Elfenbein _Aye_Hardin _Aye_Hammond _Aye_McFee _Aye_Pagliai
 _Aye_Rudolph _Aye_Swick

COMMUNICATIONS:

1. Endowment report for March was received from the Greater Poweshiek Community Foundation. Fund balance, as of 3/31/2020, is \$109,777.82.

2. Grinnell Education Partnership has received two 2020 Presidents' Engaged Campus Awards from Campus Compact in two categories:

- a. **Community Collaboration:** A collaboration co-created with community organizations, leaders, and/or partners that is deep, reciprocal, and transformational.
- b. **President's Community Partner Award:** This award is for a community-based individual or organization that has enhanced the quality of life in the community in meaningful and measurable ways and has engaged in the development of sustained, reciprocal partnerships with the college or university, thus enriching educational as well as community outcomes.

These awards recognize the commitment of the Grinnell Education Partnership to community, collaboration and support for kids and families throughout Grinnell.

3. Letter of Resignation was received from Brenda McDonald, Library Assistant.

REPORT OF DIRECTOR:

1. Statistical reports were reviewed from February & March. March 2020 showed a 40% an increase in electronic downloads of eBooks, eAudiobooks, magazines, music, & films when compared to March 2019. April projections indicate an increase from March 2020 to April 2020 of a further 20%, for an overall average of 30% increased usage of these digital resources.

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

3/27/20 Discontinued curbside delivery of materials at 5:00 p.m.

3/29/20 Library Assistants and Library clerk positions subject to lay-off. Remaining personnel serving to:

- Provide current information related to federal, state, and local COVID programs and services from library website and social media
- Provide telephone/email/chat reference service for community M-F, 10-5
- Maintain electronic communications (website, email, wireless connectivity) and digital resources
- Provide AmeriCorps member supervision and community outreach/partner collaboration of resources
- Maintain facility and provide administrative support

4/6/20 Launched COVID-19 resource pages <https://grinnell.lib.ia.us/covid19-resource-page/>

3. Facility maintenance

- Woodman Controls performed quarterly preventive maintenance check and replaced controller on Heat Pump 3.
- Woodman Controls identified need to replace compressor on Heat Pump 23. S&S Plumbing will replace compressor when parts are secured.
- TnT Tuckpointing will perform cleaning of building exterior
- Awaiting quote from TnT Tuckpointing regarding basement doorframe repair

4. Discussion occurred regarding possibility of library space being utilized as LINK site for daycare for children of essential workers in the community. No action taken.

5. An annual subscription to READ Squared has been purchased to facilitate virtual delivery of the Summer Library Program.

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. McFee moved and Rudolph seconded the approval of bills payable in May.

Roll call vote: Aye_Elfenbein Aye_Hardin Aye_Hammond Aye_McFee Aye_Pagliai
 Aye_Rudolph Aye_Swick

OLD BUSINESS: *None.*

NEW BUSINESS:

1. Swick moved and McFee seconded the acceptance of resignation from Brenda McDonald, effective 26 April. Appreciation was expressed for Brenda's nearly 30 years of service to the Library and for her excellence in providing programming to many Grinnell youth over the years.

Roll call vote: _Aye_Elfenbein _Aye_Hardin _Aye_Hammond _Aye_McFee _Aye_Pagliai
_Aye_Rudolph _Aye_Swick

TRUSTEE CONTINUING EDUCATION: *None.*

Rudolph moved and Hardin seconded adjournment.

Meeting adjourned at 6:03 p.m.

Next meeting: May 27, 2020 at 5:15 p.m.

Theresa Pagliai
Library Board President

Marilyn Kennett, Director
Recording Secretary

Fund Balance as of April 30th, 2020
 Drake Community Library Endowment Fund - 1015

| | Current Period | YTD |
|-----------------------------------|----------------|------------|
| Gifts | 40.00 | 13,029.99 |
| Investment Income (Loss) | 7,207.62 | (4,679.63) |
| | ----- | ----- |
| Total Revenues | 7,247.62 | 8,350.36 |
| Administrative Cost Share | 138.52 | 1,637.80 |
| Bank Charges/Online Donation Fees | 0.00 | 2.28 |
| | ----- | ----- |
| Total Expenses | 138.52 | 1,640.08 |
| | ----- | ----- |
| Net Income (Loss) | 7,109.10 | 6,710.28 |
| | ===== | ===== |
| Beginning Fund Balance | | 110,176.64 |
| Net Income (Loss) | | 6,710.28 |
| Ending Fund Balance | | 116,886.92 |

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 |
| ** Total Gifts | | | 13,029.99 |

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.

DRAKE COMMUNITY LIBRARY PUBLIC ART POLICY

Drake Community Library is dedicated to enriching the library user experience by:

- Enhancing community appreciation of the arts.
- Providing opportunities for library visitors to encounter original artwork and increase their visual literacy.
- Selecting high quality art by local, national, and international artists.

Art Advisory Committee

The Library Board of Trustees may establish and choose to dissolve an Art Advisory Committee. The purpose of the Art Advisory Committee is to help the library trustees acquire works of art that are of high quality.

I. Duties

- A. Manage the writing and distribution of requests for proposals for acquiring works of art for the library.
- B. Establish a jury process for deciding among the proposals that are received.
- C. Advise the trustees whether or not to accept offers to donate or sell artwork to the library.
- D. Identify possible sources of funding for purchasing art for the library.
- E. Advise the trustees on the placement and maintenance of art within the library.
- F. Post meeting agendas at least 24 hours prior to committee meetings.
- G. Record minutes of committee meetings.

II. Composition and terms

The Committee shall consist of three (3) to five (5) members who are knowledgeable about art. Committee members shall be appointed by the Board of Trustees for two-year terms. Also serving on the committee, in a non-voting capacity, shall be one library staff member who is appointed by the Library Director. Art Advisory Committee members may not serve for more than two consecutive terms. Members may be reappointed after a two (2) year absence from the committee.

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

Adopted 05/2017

**DRAKE COMMUNITY LIBRARY
CONTRACTS WITH OTHER COMMUNITIES**

Drake Community Library supports the philosophy that library service is best provided locally, that city residents recognize the importance of library service and are willing to fund it through local taxes, and that tax support should be equitable among those residents paying taxes to provide a local library. The library recognizes that some cities have not established a public library, that such cities have an obligation to provide library service through contract with an existing library, and that entering into such a contract provides an opportunity to extend the benefits of library service to those who are not otherwise served.

To assure equitable tax support of libraries among residents of Grinnell and the residents of contracting cities, the Drake Community Library will charge contracting entities at a fair rate as approved by the Drake Community Library Board of Trustees.

Reviewed 9/09

Revised 02/14

Revised 05/17

