

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.

*M. Kennett for  
Theresa Pagliai*

Theresa Pagliai  
Library Board President

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

*Marilyn Kennett*

Marilyn Kennett, Director  
Recording Secretary