

MINUTES of the 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**

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 5:25 p.m.

APPROVAL OF AGENDA: Swick moved and Hardin 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
 _n/a_Rudolph _Aye_Swick

[Hammond joined meeting]

APPROVAL OF MINUTES: Hardin moved and Swick seconded approval of the April 22, 2020 Regular Board Meeting minutes.

Roll call vote: _Aye_Elfenbein _Aye_Hardin _Aye_Hammond _n/a_McFee _Aye_Pagliai
 _n/a_Rudolph _Aye_Swick

COMMUNICATIONS:

1. Endowment report for April was received from the Greater Poweshiek Community Foundation. Fund balance, as of 4/30/2020, is \$116,886.92.

[McFee joined meeting]

REPORT OF DIRECTOR:

1. Statistical reports for April were not available at this time.

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

1. City administration provided guidance for establishing a plan for gradually resuming city services. Kennett presented the library's three-phase plan to local public health and medical authorities, Mayor Agnew, & City Manager Behrens via Zoom connection on May 13. Discussion occurred and general consensus for the plan was achieved. See attached.
2. A recall of Library Assistant position was issued May 15th.
3. Curbside delivery of physical materials will begin June 3rd
4. Access to a public work station with Internet connection, by appointment only, will begin June 3rd. A maximum of two stations will be located in the community room.
5. Demand for LINK daycare sites has been met by other community entities. The library facility is no longer being considered for this service.
6. S&S Plumbing replaced a geothermal system compressor
7. TnT Tuckpointing is expected to begin cleaning the building exterior June 1st.

8. Repair of basement door structure has been approved by City Manager, but not yet scheduled.

COMMITTEE REPORTS:

Building & Grounds – none

- *Finance, Salary, & Personnel -*
Hardin reported on committee meeting held May 20, via Zoom.
Hardin, Pagliai, Rudolph, and Kennett were present.
The “GUIDANCE FOR THE RESPONSIBLE AND STRATEGIC REOPENING OF THE CITY OF GRINNELL PUBLIC LIBRARY AND RELATED ADMINISTRATIVE CONSIDERATIONS” document and a three-phase plan for staffing the library were reviewed. Plans for conducting the performance evaluation of the Library Director in June were established.

Long Range Planning – none

Policy – none

[Rudolph joined meeting]

TRUSTEE REPORTS: *None.*

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

Roll call vote: Aye_Elfenbein Aye_Hardin Aye_Hammond Aye_McFee Aye_Pagliai
 Aye_Rudolph Aye_Swick

OLD BUSINESS:

As follow-up to the October 23, 2019 board of trustees meeting, Kennett presented product information for a 20 foot commercial flagpole with external halyard, Martin’s Flag Company, Des Moines and a commercial solar flag light from Outdoor SolarStore.com.

1. McFee moved and Elfenbein seconded the purchase of the flagpole and solar lighting and Kennett to make arrangements with Public Service regarding installation.

Roll call vote: Aye_Elfenbein Aye_Hardin Aye_Hammond Aye_McFee Aye_Pagliai
 Aye_Rudolph Aye_Swick

NEW BUSINESS:

1. Public Art Policy was reviewed. Rudolph moved and Swick seconded approval of policy without revision.

Roll call vote: Aye_Elfenbein Aye_Hardin Aye_Hammond Aye_McFee Aye_Pagliai
 Aye_Rudolph Aye_Swick

2. Contracts with Other Communities Policy was reviewed. Hardin moved and Swick seconded approval of policy without revision.

Roll call vote: Aye_Elfenbein Aye_Hardin Aye_Hammond Aye_McFee Aye_Pagliai
 Aye_Rudolph Aye_Swick

3. Contracts for library service with Kellogg, Malcom, Oakland Acres, & Searsboro were reviewed. Swick moved and Elfenbein seconded issuance of the contracts.

Roll call vote: _Aye_Elfenbein _Aye_Hardin _Aye_Hammond _Aye_McFee _Aye_Pagliai
_Aye_Rudolph _Aye_Swick

TRUSTEE CONTINUING EDUCATION: Pagliai mentioned the strong selection of continuing education webinars currently being offered by the State Library.

Swick moved and Hardin seconded adjournment.

Meeting adjourned at 6:08 p.m.

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

Theresa Pagliai
Library Board President


Marilyn Kennett, Director
Recording Secretary