

MINUTES of the DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES

July 22, 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 _Swick Others present: _X_Kennett

President Pagliai called the meeting to order at 5:18 p.m.

APPROVAL OF AGENDA: McFee 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 _n/a_Hammond _Aye_McFee _Aye_Pagliai
 _Aye_Rudolph _n/a_Swick

APPROVAL OF MINUTES: Hardin moved and Rudolph seconded approval of the June 24, 2020 Regular Board Meeting minutes.

Roll call vote: _Aye_Elfenbein _Aye_Hardin _n/a_Hammond _Aye_McFee _Aye_Pagliai
 _Aye_Rudolph _n/a_Swick

COMMUNICATIONS:

1. No report from Greater Poweshiek Community Foundation due to year-end auditing practices.

REPORT OF DIRECTOR:

1. Statistical reports for June were reviewed. The library was closed to foot traffic and began providing curbside delivery and access to two Internet work stations to the public June 3rd. A total of 2,962 physical items were checked out in June. This represents 34% of normal circulation when compared to 8,570 items checked out in June, 2019. Use of eResources remained strong showing 1,913 downloads in June 2020 compared to 1,368 downloads in June 2019 for a 28% increase. 227 Internet sessions took place in June.

2. Public Services installed the flagpole at the Park Street entrance to the library parking lot on July 17. Library staff receive flag notifications from Governor Reynold's office and will respond accordingly.

3. Geothermal pumps #1 and #2 were replaced by S&S Plumbing on July 16.

4. The library will resume delivery of books to homebound individuals in August. Kennett will create a temporary policy to allow for limited use of the community room on Thursday evenings under social distancing conditions beginning in September. Library hours of operation would be extended to include Thursday evenings. Temporary policy will be considered by trustees at regular meeting August 26.

COMMITTEE REPORTS:

Building & Grounds – Hardin submitted press release regarding the flag installation for Kennett to distribute to local media.

Finance, Salary, & Personnel – none

Long Range Planning – none

Policy – none

TRUSTEE REPORTS: None.

FINANCIAL REPORT AND APPROVAL OF BILLS: Financials were reviewed. Rudolph moved and Elfenbein seconded the approval of bills payable in August.

Roll call vote: Aye_Elfenbein Aye_Hardin n/a_Hammond Aye_McFee Aye_Pagliai
 Aye_Rudolph n/a_Swick

OLD BUSINESS:

NEW BUSINESS:

1. Job descriptions for all library positions were reviewed. Restructuring of positions, within budgetary constraints, has resulted in the creation of Assistant Director, Adult Services Coordinator, and Youth Services Coordinator positions. The Assistant Director serves a dual role encompassing the responsibilities of Youth Services Director. Hardin moved and McFee seconded approval of all job descriptions.

Roll call vote: Aye_Elfenbein Aye_Hardin n/a_Hammond Aye_McFee Aye_Pagliai
 Aye_Rudolph n/a_Swick

TRUSTEE CONTINUING EDUCATION: Trustees are taking part in the “Board Room 2020” series provided by the State Library of Iowa.

Hardin moved and Rudolph seconded adjournment.

Meeting adjourned at 6:15 p.m.

Next meeting: August 26, 2020 at 5:15 p.m.

Theresa Pagliai
Library Board President

Marilyn Kennett, Director
Recording Secretary

