

Coralville Public Library Board of Trustees
March 10th, 2021

An Electronic Meeting (pursuant to Iowa Code Section 21.8) of the Coralville Public Library Board of Trustees was held Wednesday March 10th, 2021 at 6:00 pm because a meeting in person was impossible or impractical due to concerns for the health and safety of Trustees, Staff and the Public presented by COVID-19. Until further notice all of our Board of Trustees Meetings will be held electronically only.

Present: The following members of the Library Board were present via Zoom: X. Cretzmeyer, Amanda Elkins, Deborah Hatz, Keith Jones, Pat Kenner, Shaner Magalhães Bob Turnquist,. Also present via zoom: Matt Bock (Library Network Services Administrator). The following Library staff members were present at City Hall: Alison Ames Galstad (Library Director), Ellen Hampe Alexander (Assistant Library Director).
Absent: Mitch Gross (City Council Representative).

President Jones called the meeting to order at 6:00. All board members and Matt Bock attended virtually, while Galstad and Alexander were present at City Hall in order to maintain access for public comment. Public comment was also invited via mail or email. All votes will be via roll call. No one was present for public comment.

The Board considered approval of the agenda. Elkins moved that the Board approve the agenda as presented, Magalhaes seconded. The motion passed unanimously. Jones introduced Turnquist to members of the Board who were not present at last month's meeting.

The Board considered approval of the minutes of the February 10, 2021 meeting. Elkins had one correction (a place that said she seconded a movement when it had been Turnquist). With this correction, Magalhaes moved that the minutes be approved, Turnquist seconded. The motion passed unanimously.

The Board considered approval of the bills for February. Galstad explained that the Ebsco bill is large, but it is for our entire suite of databases from this company, including Learning Express, Novelist, and Consumer Reports among others. Recently all of the databases we subscribe to through Ebsco were moved to the same renewal period, so there may be some that are for more than one year's worth of service. The payment to Kanopy is adding to our deposit account with them for streaming video services, which we pay per use. DeNovo is a chunk of the website development overhaul – we are paying in installments. Business Radio is for the purchase of walkie talkies. We had loaners from them for a long time, they worked out great but Business Radio needed them back. We are now purchasing our own. Kenner asked about the payment to Mechanic Shop Femme – this is for an online teen program about auto maintenance. Hatz moved that the bills be approved as presented, Magalhaes seconded. The motion passed unanimously.

Matt Bock, Network Services Administrator, gave the staff report. He covered what has changed with technology at the library since COVID. First, we have added many more hotspots – we are up to 85. They check out for 2 weeks, and as of this morning there were 5 outstanding holds, so demand is still strong. 30 Laptops were added, and we began checking them out to Coralville and rural Johnson County residents outside the building. Both of these have been very popular.

We borrowed and then purchased walkie talkies as a way for staff to communicate efficiently while working on curbside pickup.

We are discussing a buzzer doorbell for the entrance.

We have added the ability to print from a mobile device. People call after they've sent a print job, Reference staff look for it and release it, then have it ready to be picked up.

People can now pay online for fines and fees.

Bock added two "express" computers in the café for short-term use.

The computer lab downstairs provides 5 public Internet computers, which are networked to a printer. People can make 1-hour appointments for computer use.

Bock installed SplashtopSOS to staff computers and the computers in the lab. This is a program that will

allow staff to remotely view a desktop, therefore being able to assist someone remotely. Hatz asked where most of his energy has been spent – Bock said in the early days of this it was mostly staff tech support as we were working from home when we had the rotating team model. Elkins wondered if many of the changes will remain after COVID. Bock agreed, citing the walkie talkies, Splashtop, and the laptops. Galstad asked Bock to talk about moving the computer lab back up into the main part of the building. This will involved an upgrade to the public computer system, and will take some work.

The Board considered appointing a Volunteer Service Award Committee. The March meeting is when the Board typically appoints this committee, which recommends recipients for the T. Patricia Dee Volunteer Service Award, which is typically awarded at the Friends' annual meeting. Last year's committee was Cretzmeyer, Kenner, and Magalhaes. They had a nomination on the table, and then the Friends' meeting was cancelled last year. The meeting was never rescheduled, and Galstad believes they have decided to not have an annual meeting this year either. It was agreed to reconvene the committee from last year and go from there. The nomination could be brought forward, via an email vote, and the Board can make plans at a later date to present the award either at a Board meeting this summer, or at the Annual Friends Meeting if they are able to schedule it in the coming months as conditions allow.

Cretzmeyer gave the Friends report: The officers met via Zoom, and they will still be giving the teen scholarship this year. Elkins asked about the possibility of upcoming booksales; Galstad said she did email Bill Benson and ask about scheduling one during Mayor's Cleanup Week or Citywide Garage sales.

Galstad reported that the Foundation met. Magalhaes asked if there was any talk of another fundraiser. Galstad said it was officially decided not to have *Putt Fore the Library* this year, but there are no ideas yet for something to take its place.

Galstad gave the Director's Report. Circulation was around 67% of what we typically see, with 37% of total circulation being ematerials. We are doing this mostly through curbside pickup, and are open fewer hours than during normal times. Galstad is happy with the numbers, and glad that for the most part the community still realizes they can use our services. Hotspots remain in high demand.

As of March 8th, we doubled the number of browsing appointments available, and are now taking 8 appointments per hours. The next step will be to bring the computer lab back up into the reference area upstairs. Bock is working on updates to the public computers for this to happen.

Alexander reported on the pop-up help we will be providing for the state Rental and Utility Assistance program. They will be on Saturday March 20th, Tuesday March 23rd, and Saturday March 27th. There will also be a UI Mobile Health Clinic at the library on March 27th.

Galstad reported that she had a call from Lynette Jacoby about possibly having a vaccine clinic at the library sometime.

Jones asked if there was any information about getting staff vaccinated. Galstad said we are still in the same category, and that HR has suggested that staff seek out their own appointments if they are able to get them. WARM was in February. 134 people signed up and 85 completed. Logs were available to pick up or online. The 'Craft to Go' programs have been wildly popular. Website development is still underway. Galstad pointed out on the curbside numbers calendar that there was one early closure due to weather, and that day's circulation mostly consisted of renewals.

Cretzmeyer said he is very impressed by what staff have been able to do – the items checked out is only down 32% from last year.

Magalhaes asked how the virtual advocacy went; Galstad has not heard about participation yet.

Jones asked if there has been any more discussion with city administration about how the library is providing service right now. Galstad sent an update to Kelly after the last board meeting. Then almost immediately the city began focusing on helping people get assistance for water bills, and the library has been able to help with that.

Cretzmeyer asked to figure out a way for the library to acknowledge the passing of Marvin Bell.

Kenner asked how far ahead of time a browsing appointment needed to be made; Galstad said we can almost always accommodate walk-ups.

The next meeting will be Wednesday April 14th.

Magalhaes moved that the meeting be adjourned. Kenner seconded. The meeting was adjourned at 7:04.

Respectfully submitted,
Ellen Alexander
Assistant Library Director
(Subject to approval at the April 2021 meeting.)