

Coralville Public Library Board of Trustees
April 14th, 2021

An Electronic Meeting (pursuant to Iowa Code Section 21.8) of the Coralville Public Library Board of Trustees was held Wednesday April 14th, 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: Kate Dale (Collection Services Librarian). 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 Kate Dale 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. Hatz moved that the Board approve the agenda as presented, Kenner seconded. The motion passed unanimously.

The Board considered approval of the minutes of the March 10, 2021 meeting. With NO corrections, Magalhaes moved that the minutes be approved, Elkins seconded. The motion passed unanimously.

The Board considered approval of the bills for March. Galstad explained that the deNovo bill is the third of four payments to them for revamping the website. CSS is for work on upgrading all of the public computers to Windows 10. The first New York Times bill is actually a payment to ICPL for our share of the subscription through Digital Johnson County. The second is for our subscription to two paper copies. Envisionware is for our annual service agreements. Hatz asked if Amazon was for library materials – yes, mostly. Galstad also pointed out the Language Line Services bill, which is for our use so far of the translation service. It has been a really great service to have. It is live translation, and we pay by use. It has mostly been used to help people filling out the IFA Rental and Utility Assistance application. Elkins moved that the bills be approved as presented, Magalhaes seconded. The motion passed unanimously.

Kate Dale, Collection Services Librarian, gave the staff report. Kate has been with CPL since December of 2004, and has been full time for ten years. She manages the adult nonfiction, graphic novels, and CD collections. She also does graphic design and works reference. She works at ICPL PT as well, is a 4H leader for Horse & Pony show, and has two college-aged kids. Her job hasn't changed quite as much as other people's jobs in the pandemic. She has been spending a bit more time weeding, and discussed reasons she might weed a book from the collection. CDs are generally not checked out as much as they used to be – she's buying smaller numbers of them, and wishes we would find a good streaming service for music. She shared a power point of some of the graphics work she's done in the last year, and also a sample of reference questions received.

Galstad gave an update on phased reopening of the Library and expanded access to services. At the last meeting, we had just expanded browsing appointments. Now we are up to 8 appointments per hour (some single people, some families) and have definitely seen more people using these appointments. We can almost always accommodate a walk-up as well. We are making plans to step things up in May – the computer lab will move upstairs as soon as the public computer update is complete. We will begin with six computers on May 10th – one at each “pod” of carrels. Possibly later in May we will increase to two per pod if there is demand. As demand increases, we will determine if it's more feasible to eliminate the appointments or continue to track the number of people coming in with the greeter/appointment system.

There are no on-site programs planned for SRP other than outdoor storytimes and drive-in movies. The children's department has been meeting regularly with ICPL and NLCL, and all three libraries will be showing the same movie on the same nights to avoid any single library getting overrun with a large crowd. Galstad asked Jon Hines to show the video he created featuring how curbside pickup works. It will be shown on CoralVision and was recently shared in the Coralville "Beat" electronic newsletter. Hatz asked if the library will continue to require masks; Galstad plans on doing so as long as it is recommended by the CDC. The Mayor's mandate was extended through the end of May. Kenner asked about the number of people who attended the vaccine clinic. Over 600 vaccines were administered. Galstad explained that we worked really hard to coordinate logistics including guiding most people in through the lower level. It went really well – vaccines were administered in Schwab Auditorium, and people waiting the 15 minutes after their shot were seated well-spaced in meeting room A.

Cretzmeyer gave the Friends report: They voted to spend around \$10,000 for the library's wish list. They also decided on a teen service award recipient. They hope to have a book sale on May 8th on the library lawn, but will need lots of volunteers.

Galstad reported that the Foundation meets next week.

Galstad gave the Director's Report. She commented on the use statistics, programming statistics, and curbside report – it is interesting to see that overall circulation continues to increase. Last March we closed on the 17th due to the pandemic, and it is interesting to compare to a year back. Digital use has increased steadily, and circulation of physical items is about 1,000 more than last month, and about 3,000 more than January. Hotspots and laptops continue to be in high demand, and Kanopy is still very popular. It is interesting to see how high the number of holds placed by patrons online is, and we assume that will continue to be high. Under gifts, we received \$7500 from Hills Bank in support of the Summer Reading Program for kids. They contacted children's staff and said they are not doing t-shirts this year, but wondered how they could support the program. Children's Services staff are planning on offering books for prizes and are thrilled by this generous support. Programming statistics are all for virtual meetings. Curbside pickup is still being used a lot. Jones noted that while he was volunteering at the COVID vaccination clinic on Thursday and Friday, he was amazed to see the steady stream of people coming for curbside pickup. We hosted the UI Mobile Health Clinic in March, and will again in April. The second vaccines for the vaccination clinic will be held April 29th and 30th. Alexander talked about the success of the clinic. It was not very heavily advertised because we were targeting needy populations – the Food Pantry did a lot of targeted outreach, and 618 people were vaccinated over the two days. There will be another Local Libraries LIT program, featuring Roxanne Gay on April 29th at 6:30. There will be an option to donate, but it is free to register.

Cretzmeyer asked how the website update is going. Galstad said that because we are completely changing platforms, there will be a learning curve. The hope is to unveil the new site before Summer Reading Programs.

Kenner asked if the student card program is still active – Alexander said yes, and students can use their cards to use online resources as well as checking out in person.

Hatz motioned for adjournment, Magalhaes seconded. The meeting adjourned at 7:15 pm.

The next meeting will be Wednesday May 12th.

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