

Coralville Public Library Board of Trustees
May 13th, 2020

An Electronic Meeting (pursuant to Iowa Code Section 21.8) of the Coralville Public Library Board of Trustees was held Wednesday May 13th, 2020 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. The meeting was live streamed Wednesday, May 13th, 2020 at 6:00 pm on www.coralville.org/coralvision.

Present: The following members of the Library Board were present: X. Cretzmeyer, Amanda Elkins, Deborah Hatz, Keith Jones, Pat Kenner, Shaner Magalhaes, Mitch Gross (City Council Representative). The following Library and City staff members were present at city hall: Alison Ames Galstad (Library Director), Ellen Hampe Alexander (Assistant Library Director), Jon Hines (City of Coralville Communications Specialist).

President Jones called the meeting to order at 6:00. He noted a few logistical items. All board members are attending virtually, while Galstad and Alexander are present in the City of Coralville Council chambers in order to maintain access for public comment. Public comment was also invited via mail or email. All votes will be via roll call.

The Board considered approval of the agenda. Magalhaes moved that the Board approve the agenda as presented. Kenner seconded. The motion passed unanimously.

The Board considered approval of the minutes of the April 15, 2020 meeting. Magalhaes motioned that they be approved, Kenner seconded. The motion passed unanimously.

The Board considered approval of the bills for April. Galstad noted that the McComas Lacina bill for \$18000 was materials for the children's wing remodel. The second one was for labor charges associated with the children's wing. CDW gives government pricing, and this bill was for laptops that will be circulated to the public. We are hoping to have them ready by June 1st, and have been working on circulation parameters. Magalhaes motioned the bills be approved as presented, Hatz seconded. The motion passed unanimously.

The Board reviewed operations as currently modified and preliminary plans for online Summer Reading Programs. Galstad sent out a memo highlighting plans. We will continue current services, and expand digital and possibly other services starting in June. Plexiglas will be installed before allowing any public in the building. In addition, we are currently quarantining returns in the rotunda area and another location to store these items will need to be identified. Lots of furniture will need to be stored temporarily, and service models at all of the public service desks will be rethought. We are discussing easing staff back into the building for more work hours on site. Curbside pickup demand is going up – we may have to expand the pickup windows. Kenner mentioned that she has been having materials mailed to her, and wondered if this would be sustainable in terms of budget. Galstad said most people are choosing not to have things mailed. Hatz asked if we are mandated to open – we are not. Hatz mentioned seeing a lot of people in public who are not taking precautionary measures. Galstad attended a management team meeting this morning – Kelly said that the first priority in setting up precautions is keeping staff safe. Gross asked about requiring anyone using the library to wear a mask. Galstad said enforcing would be the issue, and the message we have gotten from city administration is that the city will not be requiring them. Cretzmeyer mentioned that we do not allow smoking – he would like to see requiring masks addressed by the city. Kenner asked if any thought had been given to ultraviolet light systems for disinfection. The systems like this we have seen for materials would be very time consuming. Elkins expressed reservation in requiring masks, as enforcement would be hard. After more discussion, most of the board members agreed that they would like to pursue issue of enforcement of

masks by library users – to be discussed at the June meeting before any level of opening.

Galstad reported that summer reading programs will begin June 1st. All will be online with virtual programming. Paper forms will be available for anyone who does not have access. We are looking for ways to distribute these.

There was discussion of needing to advertise that even though libraries can be open, we do not plan to open yet. Jones asked if Plexiglas will be only at the circulation desk. Galstad explained it will be at all three public service desks. Galstad explained to the Board how staff-intensive curbside pickup is. It includes answering phone calls, placing holds, printing reports, gathering materials, checking them out, bagging and running them. We are doing around ¼ of our normal circulation in 12 hours per week in teams of around 5 staff members – it is typically all those 5 people do during that time in the building.

Elkins asked if cleaning supplies were running low. Galstad assured the board that we do have enough supplies. We have changed brands a few times, but have plenty.

Galstad mentioned a study funded by the IMLS done by OCLC about best materials handling practices. To date, they do not think there have been any cases of library materials being a carrier for the virus. Jones expressed the Board's support and insistence that Galstad does not feel pressured to open before it seems prudent.

Cretzmeyer did not have a Friends report. Donations have been suspended, as the Friends volunteers are not able to be in the building.

The Foundation has not met, but Galstad has been in touch with Heather Woody about strategic planning. She wonders how effective planning via Zoom would be.

Galstad gave the Director's Report. Jones asked for an update on staff. Galstad said she thinks things are going well, though there is underlying tension. Teams seem to be working well together. Galstad is working about half time with Team B, in place of Laura Crossett who is using some FFCRA leave. We are still having staff meetings weekly, and attendance at those is good. Statistical reports were in the board packets – they look very different, but emedia use is way up, especially Kanopy. The wireless continues to be used. We received a Community Development Block Grant to purchase 40 hotspots for public use. We are trying to get wireless connectivity out to public who needs it. The calendar included in the packet shows daily checkouts and checkins daily. One more issue to report- there will be a significant financial impact on the city's general fund, mostly due to decrease in hotel/motel tax revenues. All departments were asked to look at current FY budgets, and also at FY21 budgets. The city is looking to make up over \$900,000 in loss from FY21. The library will most likely be asked to cut between \$200,000-\$250,000, which amounts to around 10% of our total budget. Galstad would like to reconvene the budget committee to discuss this – the committee is Kenner, Jones, and Hatz. She proposed a special meeting of the entire board to look at a proposal from the committee, because the council would like proposals before their May 28th meeting.

Under other business, Cretzmeyer asked if there is an update on ebook restrictions. We believe that the MacMillan embargo was lifted. He also would like to see the board address abolishing fines at some point. Galstad mentioned that we are currently waiving fines due to changing due dates, closed building, and quarantining materials.

Galstad will email the board tomorrow to find a time for a special meeting.

Hatz moved that the meeting be adjourned, Kenner seconded. The meeting was adjourned at 7:15

Respectfully submitted,

Ellen Alexander

Assistant Library Director
(Subject to approval at the June 2020 meeting.)