

Coralville Public Library Board of Trustees
June 10th, 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 June 10th, 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. Hatz moved that the Board approve the agenda as presented. Magalhaes seconded. The motion passed unanimously.

The Board considered approval of the minutes of the May 13th and May 20th, 2020 meetings. Kenner motioned that the minutes of the May 13th meeting be approved as presented. Magalhaes seconded. The motion passed unanimously. Hatz motioned that the minutes of the May 20th meeting be approved with the addendum added. Magalhaes seconded. The motion passed unanimously.

The Board considered approval of the bills for May. Galstad mentioned that the final day for invoices to be processed this FY is Friday; she will send out a short list of additional bills on Friday. Elkins asked about the Water Shop bill. Galstad explained that this was a water softening system for the whole building, and that we will also be getting rebate on the equipment that was previously installed in the café. This should help a lot with having to replace appliances, corroded pipes, etc. Cretzmeyer asked about the bill from Mr. Taylor Sings. Galstad explained that this is for a summer reading program that will now be online. Magalhaes motioned the bills be approved as presented, Bland seconded. The motion passed unanimously.

The Board considered a proposal for a change in terms of the library café lease. Galstad had sent the Board members an email exchange she had with Matt Hart about the New Pioneer Co-op wanting to end the agreement. With such a change in service model, they do not feel as if they can sustain the café business. Galstad ran this past Kevin Olson because the lease didn't have an exit clause. Olson said technically that New Pi would be in violation of the lease, but that both parties can mutually agree to end the lease. Galstad mentioned that the library would like to use it as space for laptop use. Kenner asked about the possibility of just suspending the lease, Galstad explained that giving the current circumstances, the New Pi has said they really cannot sustain it even though they knew they would operate at a loss going in. Jones noted that it might be difficult to find a new tenant, and Cretzmeyer asked what they were paying in rent. He wondered if it could be run on a volunteer basis. The Friends did take it under consideration last time the space was vacant. There was more discussion about possibilities of how the space could be used. Cretzmeyer motioned that the lease be terminated, Kenner seconded. Hatz mentioned what a great partner the New Pi has been and that she is sorry to see them go. Kenner also expressed appreciation. The motion passed unanimously. Magalhaes mentioned that the Meeting Room Policy will need to change.

Cretzmeyer did not have a Friends report. Galstad mentioned that they had a meeting and approved the library's wish list which included support for summer programs including many guests who are doing virtual programs.

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.)