

Meeting Minutes
Bondurant Community Library | Library Board of Trustees
Wednesday, May 6, 2020

1. **Call to order:** Meeting called to order at 7:01 PM by President Kaura.
Members Present: Josh Bryant, Craig Kinrade, Craig Campbell, Sue Ugulini, Julie Bergeson. Director Sanders and Assistant Director Klinker-Feld were present and balance of board attended virtually.
2. **Guests present:** None
3. **Perfecting and Approving the Agenda:** Motion to approve the agenda by Bryant, seconded by Ugulini. Roll call vote: Bergeson-Aye, Bryant-Aye, Campbell-Aye, Kaura-Aye, Kinrade-Aye, Ugulini-Aye. Motion carried.
4. **Capital Improvement Project Update:** Meeting with FEH, Bondurant City Administrator, Bondurant City Planner and Library Director on 5/7/20 for continued updates and planning.
5. **Long Range Plan Schedule Update:** On hold until August 2020 given restrictions due to COVID-19.
6. **Approve April minutes:** Motion to approve by Kinrade, seconded by Bryant. Roll call vote: Bergeson-Aye, Bryant-Aye, Campbell-Aye, Kaura-Aye, Kinrade-Aye, Ugulini-Aye. Motion carried.
7. **Public Comments:** None.
8. **Financial Report.** Reviewed financial report for April.

Discussion/Decision Transfer funds to checking and IPAIT: Motion to move \$3252.20 from IPAIT account to checking by Campbell, seconded by Kinrade. Roll call vote: Bergeson-Aye, Bryant-Aye, Campbell-Aye, Kaura-Aye, Kinrade-Aye, Ugulini-Aye. Motion carried.
9. **Approve Warrant List:** Motion to approve warrant by Ugulini, seconded by Kinrade. Roll call vote: Bergeson-Aye, Bryant-Aye, Campbell-Aye, Kaura-Aye, Kinrade-Aye, Ugulini-Aye. Motion carried.
10. **Statistics:** Reviewed for April. Electronic materials have doubled or tripled during shut down.
11. **City Council Liaison Report:** None

12. Library Foundation Report: Continue to research applicable grants for additional funding.

13. Staff Report: Transitioning to story times and others programs to virtual environment. Staff continues attending relevant webinar training, creating virtual tutorials, writing articles for community publications, updating the website, and virtual meeting[s] as appropriate.

14. Director's Report: Director provided staffing and Library updates regarding the COVID-19 pandemic. Library will have mobile printing services. Continues to work the City of Bondurant and B-F CSD on providing hot-spots and other technology to students and residents.

15. Old Business: None

16. New Business:

a. Discussion/Decision: Salary Adoption FY 20/21. Motion to approve by Ugulini, seconded by Bryant. Roll call vote: Bergeson-Aye, Bryant-Aye, Campbell-Aye, Kaura-Aye, Kinrade-Aye, Ugulini-Aye. Motion carried.

b. Review Curbside/Phase 2 Procedures. Director Sanders reviewed the comprehensive procedures for reopening the Library.

17. Board President Items: President Kaura asked for volunteers to attend meetings regarding building expansion, when possible. Ugulini, Kinrade and Kaura voiced interest. Director Sanders will update Board of meetings. Again, thank you to all Library leadership and staff for providing much needed services during this time and quickly adapting to ever-changing circumstances.

18. Adjournment: Motion to adjourn by Campbell, seconded by Bryant. Motion carried. Roll call vote: Bergeson-Aye, Bryant-Aye, Campbell-Aye, Kaura-Aye, Kinrade-Aye, Ugulini-Aye. Motion carried. Meeting adjourned at 7:53 PM.

Next Meeting: Wednesday, June 3, 2020

Librarian Items – May

Stats for April

- Enrich Iowa Agreement has been signed and filed for FY21 with the State Library.
 - Curbside and Home Delivery continue, April 23 The Library began taking appointments for patrons to come into the library for materials and services. Appointments are for 30 minutes for one person/family at a time. Computer workstations have been social distanced. Awe computers have been placed out of service and all play items in the children's area have been removed. A station has been set up at the Library entry to provide facemasks, sanitizer and gloves. Once the patron has left the building staff cleans areas occupied. The Library is open from 9-6 M-TH, 9-5 Fri. and 9-4 Sat. Returned items are cleaned, isolated for 24 hours before check-in, and re-shelving. Public restrooms are currently not open. This phase of our re-opening will continue until the Governor allows more than 10 to gather. It is working well and have not received any concerns from patrons or staff.
 - I am in the process of hiring the Clerk II position. Interviews will be held and decision made in the next week, with a hopeful start date by the 15 of June.
 - Summer Reading Program signup has begun and virtual programs are scheduled throughout June. Outreach for the summer has been moved to virtual, but weekly incentives are still being offered to our facilities.
 - Adventure Pass venues are beginning to come back on-line. The Blank Park Zoo has re-opened. There will be additional steps for patrons to reserve Adventure Passes and procedure is being developed by staff to accommodate these extra steps. This is the first venue to re-open but I look for other to follow in the next month.
 - Mobile printing is up and running and the patrons report it is very easy to use and appreciate the option of being able to print from home to the Library.
 - The Metro Area Librarians met virtually on May 27, re-opening plans were shared.
 - I attended a virtual Directors Roundtable on May 19. Main topic of course COVID.
- Total Circulation for the month 3043 (curbside, home delivery and by appointment), 4137 last year at this time.

- On-line usage (e-Books, Downloadable music, Tumblebooks, Hoopla (music, ebooks, streaming video), Gale, Transparent Language, Credo, Learning Express and Zinio (magazines) 797, 555 last year.
- Door Count none recorded, 4023 last year.
- Assisting patrons by phone, with the catalog, computers, etc. 697we took 633 [hone calls for service last month and 388 last year.
- Story times 13 were held with 61 devices in attendance, last year 23 attended 218 story times.
- Outreach to Daycare and preschools and school 0, 216 last year .
- Total programming attendance for adults, youth and children 33 last year 1953.
- Website visits 3890, last year 932. New reporting system for the website. I feel it views the statics differently that is why it is so much higher.
- Internet usage in house was 10, last year 252, 677 Wi-Fi users 839 last year, 0 iPad users, 63 hotspot were used this past month, last year it was 54.
- Meeting room usage 0 (does not include library programs) last year 12.
- Issued 11 new library cards. Last year we issued 39 cards during the month of May. New on-line library card application process has been added to the Library's Website.
- The library did 11 requests for materials from other libraries and provided 9 to other libraries.
- 245 items were added to the collection and 65 were removed.