

**MINUTES OF THE KEOKUK PUBLIC LIBRARY
BOARD OF TRUSTEES
October 30, 2020**

1. ROLL CALL:

Ed Bazow	— Present	Rex Muston	— Present
Joe Fierce	— Present	Sherry Stice	— Present
Nancy Graham	— Absent	Karen Szawiel	— Present
Kristal King	— Present	Kathy Fox and Martha Marsot (liaisons)	— Present
Mike Marsden	— Absent		
Robin McKray	— Absent		

2. AGENDA/CONFLICTS OF INTEREST:

President King called the meeting to order at 4:35 pm. The meeting was held in the Lower-Level Meeting Room, with face masks and social distancing. A motion to approve the agenda was made by Stice. Muston seconded the motion and it was unanimously approved. There were no conflicts of interest.

3. MINUTES OF PREVIOUS MEETING:

The minutes of the September 21, 2020 meeting were presented for review. A motion to approve the minutes was made by Muston. King seconded the motion, and it was unanimously approved.

4. PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:

Rohlfs reported that she heard from the Lee County Youth Services organization and the KPL was selected for a \$1,000 grant to create a circulating Game collection. She also reported that the Lee County Reading Council said they were approved for another Books for Babies grant, so she has been working with the Lee County Libraries to update a pamphlet on library services for parents of young children – a brochure that stresses collections instead of in-person programs.

5. APPROVAL OF FISCAL RESPONSIBILITIES:

Bazow asked if the boiler is inspected annually, and Rohlfs said that it is. He asked if the bill for Brainfuse is a typical cost of a database, and Rohlfs said that it is an average discounted rate for a library in a consortium. A motion to pay all bills and salaries was made by Bazow. Fierce seconded the motion and it was unanimously approved.

6. COMMUNICATIONS AND PETITIONS:

None.

REPORTS:

a. LIBRARIAN’S REPORT:

Donations: Anonymous donations to the collection were left in the drop box and mailed to the library through publishers, and books were donated by Mary B. Mullikiss and Shirley Townsend.

COVID-19: For the historical record, as of October 14th, 38.3 million people worldwide have contracted COVID-19, and almost 1.1 million people have perished. The United States has

almost 8 million confirmed cases and over 216,000 deaths, and Iowa has 77,204 confirmed cases (11.7% individuals positive) and 1,250 deaths.

Lee County has had 796 confirmed cases and 9 deaths, up from 572 confirmed cases and 7 deaths as of September 14th. On 10/14, the positivity rate was 10.3%, and on 10/30 the positivity rate was 11.4%. This is higher than the 5% positivity rate that the World Health Organization suggests you stay under for a 14-day period before reopening.

There is a big difference between the 14-day positivity rate on coronavirus.iowa.gov (7%) and on iowacovid19tracker.org (11%), run by statistician Sarah Willette.

We've added a motion-activated hand sanitizer dispenser to the front entrance, from McFarland's.

Library Services: After the last board meeting we removed appointment times at the board's request, as of October 1st, and set an occupancy limit of 10. So far no one has had to wait to use the library due to this limit. We changed appointment time to "Walk-In" hours, changed Thursday hours to mirror Tuesday hours, and added Saturday hours and an hour to Monday, Wednesday, Thursday, and Friday for an additional 7 hours of in-person service and an additional 4 hours of Curbside service. Our schedule for October has been:

Day	Walk-In Hours	Curbside Services
Monday	10:00 am – 1:00 pm	10:00 am – 4:00 pm
Tuesday	4:00 pm – 7:00 pm	Noon – 7:00 pm
Wednesday	10:00 am – 1:00 pm	10:00 am – 4:00 pm
Thursday	4:00 pm – 7:00 pm	Noon – 7:00 pm
Friday	10:00 am – 1:00 pm	10:00 am – 4:00 pm
Saturday	10:00 am – 1:00 pm	10:00 am – 1:00 pm

Curbside continues to be a popular option, even during Walk-In hours.

All schedule changes were once again promoted in the *Daily Gate City*, on social media, and in the KPL email newsletter.

Lee Co. Libraries: Kristal and Emily met with the Lee County Libraries Advisory Board for its annual meeting, this time on Zoom. The board passed the directors' recommendation for a 2021-2022 budget request. We will not be requesting an increase for next fiscal year.

Genealogy & Local History, from Angela Gates, Senior Circulation Clerk: Bickel scanning has been completed! The next phase of the project includes a detailed analysis of the subject terms included in the compiled index materials. This portion will require careful review of the data and terms as well as error checking in preparation for uploading to Omeka.

Work also continues on the obituary project that Tammy has been managing. Terry Altheide's obituary albums had been works-in-progress for many years and those albums are being reviewed to check for duplicates and data accuracy. The obits he assembled have so far proven to be unique and are not duplicated in another collection. These are being indexed to add to our comprehensive index of genealogy and local history materials.

Continuing Education: With several staff members sad to see our subscription come to an end, I decided to renew our subscription to The Homeless Library training. It has proved to have

many helpful tips and tricks, not only with handling the homeless, but patrons from all walks of life.

10/15 and 10/16 I will be attending the Iowa Library Association virtual conference.

Programming:

From Kat Cook, Youth Services: October's "Halloween Party-in-a-Bag" went over better than expected. We had planned to give out 30 bags, but had more requests and ended up giving out 54 bags!

In November, we're going to continue offering weekly Story Times and "Choose Your Own Adventure Together" via Zoom. "STEAM Tuesday" with ISU Extension and "Conservation Tuesday" with Lee County Conservation naturalists will be held after school on Zoom.

Our "Cooking Club" video in November will be a family-friendly Turkey Cheeseball that I think kids and teens alike will enjoy.

For tweens & teens, we're offering a Take and Make craft: Book Keychain event. They will have until November 18th to sign up to receive a kit with supplies. There will be a Zoom meeting link in case people want to follow along or need assistance while making their keychain, as well as a Facebook and YouTube video.

Monthly calendars are being sent to the schools as well as the Daily Gate City (which also receives individual press releases for new and special events).

Radio Story Time is still happening on KOKX and 93.3 FM at around 12:05 pm on Saturdays. Each week, we upload Saturday's chapter to the website for patrons to listen if they missed it on the radio. We are about halfway through Anne of Green Gables currently. Our next audiobook project, after Anne, is the works of Edgar Allan Poe. Joe Fierce has been kind enough to record "The Raven," "Annabel Lee," and "The Bells" for us. Merissa, Emily, and I are splitting the rest of the stories and poems.

From Merissa Lewiston, Patron Services: The regularly scheduled program "Weekdays in the Garden" wrapped up on the 9th of October. There will be new, less frequent episodes starting in November, which will focus on cost-effective ways to prepare a raised bed (as opposed to a container garden), as well as a series of How-to videos on composting.

Views for another program "Browsing the New Book Section," are beginning to drop as patrons make their way back into the library. This program will finish the last week of October.

Zoom crafting classes have not generated much interest, but patrons are still enjoying things they can do at their own pace. Therefore, I am going to try posting demonstration videos for the crafts and make the supplies available at the same time. Ideally, people will watch the videos and decide that the craft looks interesting, and contact us to pick up supplies. The first will be a falling leaf candle holder that was postponed from last month. The second will be a "spooky house" book nook (a diorama that goes between books on a shelf) made from common household supplies.

Chair yoga is set to start November 9th, led by Anna Westermeyer.

Library Park Bench: On September 30th a staff member noticed scribbling on the new park bench. Security footage was not helpful, due to a cobweb. Martha and Kathy have asked about an additional camera placed closer to the bench, and I've contacted the company.

Library Plan Meeting: Becky Heil met with some of us via Zoom on Monday, 9/28 at 6:00 pm to discuss different options for the Planning for Results process. Our accreditation will have to be renewed in 2021, so something needs to happen (a plan is required). Our choices, discussed in the Zoom recording sent to board members, is as follows:

- Board members review the expired plan and make adjustments to extend the plan for one year. Then do the whole planning process in a year.
- Proceed with Planning for Results with changes for COVID-19. It will require multiple meetings of the library board, and Becky can conduct telephone interviews of stakeholders selected by the board, rather than in-person stakeholder meetings.
- Wait until December when the much-anticipated New edition of Planning for Results should be published by the Public Library Association. If it's ready, Becky would love for the KPL to be one of the first libraries to try out the new planning process! If it isn't ready, we will revisit the other options.

Bench Painted: Keokuk Public Works department painted the concrete bench and the concrete pole protecting the drop box.

Reciprocal Lending: Robin was curious about reciprocal borrowing, and Ed Bazow requested more information. Rohlfs compiled information on the discussions and decision to end the agreements, which were included in the meeting packet.

Fold3: Last month I mentioned that I had decided to discontinue Fold3 database. Unfortunately, the window to cancel the subscription had passed. We will hold onto this database until 2021.

- b. **KPL Board/Foundation Liaison report:** Bazow gave a quick report. The Foundation will decide soon about memorial opportunities for the park. He asked about the cobwebs over the security cameras, asking "What is the point of having cameras" if you can't see what's happening. Rohlfs said she would ask a staff member to walk around monthly to sweep off the cameras. He asked about opening up the meeting rooms to the public, which we will discuss under "New Business."

UNFINISHED BUSINESS

Community Cultural Partnership renewal: Contract talks will resume in December.

Plan update: Members agreed to wait until December when, hopefully, a new PLA planning process will be released. If not, Becky Heil from the State Library mentioned ways to adjust the old Planning for Results process to be more COVID-19-friendly.

NEW BUSINESS

- a. **COVID-19:** Despite Rohlfs' wishes to use a metric like positivity rating, board members King and Muston called her after board meeting packets were mailed out, requesting longer in-person hours for patrons and staff. No one is interested in metrics, is the message she received.

Rohlfs worked on a new schedule, increasing in-person and curbside hours so that they match. Monday through Thursday: 10:00 am – 7:00 pm; Friday: 10:00 am – 4:00 pm; Saturday: 10:00 am – 1:00 pm. She passed around bookmarks with these hours and a brochure she created with COVID-19-friendly services.

Bazow asked what the hours were pre-COVID-19 (2 hours longer each day). He would like it on record that hours should return to "normal" ASAP. Rohlfs stated that these proposed hours are actually 2 hours longer than what Burlington Public Library currently offers, and that the library staff needs time to clean and shelve. Bazow said that we can't compare ourselves to other libraries.

Board members discussed reopening the meeting rooms, which has been requested by Martha Marsot and Kathy Fox of the Keokuk Public Library Foundation. Bazow said that we should be helping them because they fundraise for the library. Rohlfs stated that if the meeting room is open, it's open to everyone – we cannot open for one particular group. She reminded the board of the positivity rating, currently over 11%.

There was discussion about requirements and it was decided that, of course, everyone must be required to wear a mask, the room should be limited to 10, with 6' between chairs, that attendees should clean up afterward (we can leave cleaning supplies inside the room). Rohlfs said that equipment must be requested in advance, and that staff will not come in the room to help with equipment. It was suggested that attendees do not rearrange the room, and Muston suggested using painter's tape to mark where the chairs sit.

Bazow moved that we reopen the Lower-Level Meeting Room to the public; King seconded the motion, and it was unanimously approved.

Bazow asked about the Round Room in regards to meetings. Rohlfs said that the Round Room is currently the Quarantine Area, and that tables are labeled for each day and items are left to quarantine for 3-5 days before being wiped down, checked in, and shelved. He asked why we don't just disinfect them right away and shelve them. Rohlfs said that quarantine is pretty standard and some libraries quarantine for 7 days, after the latest research on how long the virus lives on library materials. He asked if the staff actually wear masks and gloves while wiping things down, and Rohlfs said yes. Szawiel pointed out that you can only wipe the covers – you can't wipe down every page of a book.

- b. **Policies: Internet and Collection Development:** Bazow took issue with the board reviewing policies outside of the Policy committee. Rohlfs said that she hadn't heard from all Policy committee members about a meeting and thought that perhaps, with only minor changes recommended, the board could look at these two that need updating for Accreditation. Muston suggested that the Policy committee meet in-person, directly before the next board meeting and members present agreed. Bazow asked how many policies are required for Accreditation. Rohlfs said at least 4, plus the By-Laws.
- c. **Library Board Continuing Education:** Rohlfs handed out two articles from the most recent issues of *Library Journal*. One was "Trustees Must Represent their Whole Communities: Board Barriers" by Meredith Schwartz (September 2020), and "COVID-19 Outbreaks Roll Back In-Person Services: Attempting to Reopen, Libraries Work Through Local Outbreaks" (October 2020). The first article pointed out how changing the meeting day and/or time and offering childcare might attract younger and working members, and how a board should represent the demographics of the community. The second article gives a broader perspective of how COVID-19 is affecting libraries across the nation; Rohlfs stated that if the library faces outbreaks we could have to close while staff quarantine, or roll back services.
- d. **Other:** Nothing was suggested for the next meeting

ADJOURNMENT:

The meeting adjourned at 5:16 pm. The next meeting will be held on Monday, November 16th at 4:30 pm in the Lower-Level Meeting Room. The Policy Committee will meet at 4:00 pm in the Lower-Level Meeting Room.