

**MINUTES OF THE KEOKUK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
June 15, 2020**

**1. ROLL CALL:**

Ed Bazow	— Present	Robin McKray	— Absent
Joe Fierce	— Present	Rex Muston	— Present
Nancy Graham	— Present	Sherry Stice	— Present
Kristal King	— Present	Karen Szawiel	— Present
Mike Marsden	— Present	Duane Taylor (liaison)	— Absent

**2. AGENDA/CONFLICTS OF INTEREST:**

President Bazow called the meeting to order at 4:37 pm. Due to COVID-19 restrictions, the meeting was conducted over Zoom. A motion to approve the agenda with an addition was made by Marsden. Fierce seconded the motion and it was unanimously approved. There were no conflicts of interest.

**3. MINUTES OF PREVIOUS MEETING:**

The minutes of the May 18, 2020 meeting were presented for review. A correction to note that Robin McKray was present was noted. A motion to approve the minutes with the correction was made by Muston. Marsden seconded the motion and it was unanimously approved.

**4. PUBLIC PRESENTATION, OR DISCUSSION WITH BOARD:**

Rohlfis stated that the library had received 3 five-star reviews through our webpage and comments included people being very grateful that we are offering curbside and keeping people safe.

**5. APPROVAL OF FISCAL RESPONSIBILITIES:**

Fiscal responsibilities were presented for review. Bazow had questions on the gas bill, the electric bill, the new laptop purchased for Rohlfis, the price of the NoveList database, and the audio and eBook purchases. Rohlfis explained that the heat had been shut off and the a/c turned on. Thermostats are set on 73 for the daytime and, at the recommendation of Enderle, set at no more than five degrees above/below that for the evening. She explained that she had been doing a lot of video editing for the library which freezes her laptop; J&S suggested a new laptop with more virtual memory, and she added two cheaper laptops for the public to give us flexibility when reopening. Rohlfis was asked about the library's laptops for computer classes, and she said they were so old that most no longer turn on. As for NoveList, she explained that the cost has gone up since the State Library dropped EBSCO, but database subscriptions are expensive. NoveList is, however, normally used by staff to recommend "readalikes" – similar authors, titles, and series; patrons can also use it; and it is integrated with our library catalog so that you see NoveList info on both, although information on the catalog isn't counted as database usage. For the audiobook and ebook purchases, she explained that digital loans have increased greatly and there was enough in the budget to fulfill many patron requests on Bridges/OverDrive. We generally rely on the consortium's titles for our patrons, which sometimes has very long waiting periods, but we can purchase additional titles for our patrons (and share with the consortium but keep our patrons at the top of the waiting list). The OverDrive bills are from fulfilling Keokuk cardholder ebook and audiobook requests. A motion to pay all bills and salaries was made by Marsden. Muston seconded the motion and it was unanimously approved.

## 6. **COMMUNICATIONS AND PETITIONS:**

Rohlf reported that she has been in contact with the Lee County Health Department to keep updated on their current recommendations. She also stated that the State is considering online notary services and all of the staff notaries received information about that. Stice inquired about that, since she is a notary and had not heard of that. Rohlf explained it was only a short survey. Szawiel said she is also a notary and received that email.

### **REPORTS:**

#### a. **LIBRARIAN'S REPORT:**

**GEORGE PERRY FLOYD, JR.** For the historical record, George Floyd was an African-American man killed by police during an arrest in Minneapolis, MN on May 25, 2020. People watched and recorded cell phone footage of Floyd as officer Derek Chauvin knelt on his neck for 8 minutes and 46 seconds. Since then, protests in response to Floyd's death, racism, and police violence quickly spread across the United States and internationally. Protests even took place in our little corner of the world in Keokuk. While some protests turned violent, protests in our town were mostly peaceful. I did witness a couple of people drive by and yell racist statements.

To address the topic of systemic racism and violence for our inquisitive patrons, library staff posted the ALA stance that we stand against racism – anywhere and everywhere – and Kat Cook shared photos of book displays for all ages on racism, discrimination, and reform. Angela Gates created virtual displays for our library catalog, and those items are checking out. Staff are working on adding more titles about these topics, as well as fiction by and about marginalized people.

**COVID-19:** For the historical record, as I am typing this on June 10th, 7.04 million people worldwide have contracted COVID-19, and 404,000 people have perished. The United States has 2.02 million confirmed cases and 114,000 deaths, and Iowa has 22,603 confirmed cases and 631 deaths. Lee County has had 36 confirmed cases and 1 death, announced today.

**CURBSIDE SERVICES:** One June 1st the Keokuk Public Library opened for Curbside Services. Staff work in shifts to distance themselves, and curbside hours are from 10:00 am – 4:00 pm. Patrons can call during those hours to request and pick up items curbside. Library staff have also been doing free printing of legal forms, free copying, and grant pick-up. We had one curbside notary request. A Library by Mail service is still being planned for July, when we receive reusable mailers and USPS barcodes for tracking. This will especially help essential workers on 2nd shift, our patrons in nursing homes, and the immunocompromised. I've created a reorder form to accompany orders, to make the process easier for frequent borrowers. Simple supplies are still difficult to find. Our usual disinfectants and rubbing alcohol are among the hardest. The Lee County Health Department advised that we get an infrared thermometer, and those are still on backorder at KAME. Staff are wearing homemade masks and changing gloves frequently, as per LCHD recommendations. The board inquired as to the change in hours and Rohlf explained that staff reminded her they would need time in the morning and evening to actually pull and check out requests, put out/in the signs and cart, disinfect and shelve items in quarantine, and clean surfaces, so hours were adjusted with that input.

**GOING FINE-FREE!:** As per last month's vote, the library staff is working on waiving fines for library patrons. Fees for damage, replacement of unreturned items, etc. were untouched. Fines will no longer charge to patron accounts, but bills automatically generate with replacement fees when items are not returned after 60 days overdue. We are encouraging patrons to return those long overdue items so that they can resume borrowing.

**ONLINE PROGRAMMING:** Programming is still adapting to the pandemic. Merissa Lewiston, Patron Services, started a gardening series online. Emily Rohlf has been working on How-to videos on using curbside services and searching the library catalog.

**From Kat Cook, Youth Services:**

Summer Reading 2020 may look different this year, but it's still going strong! We have 205 participants between the ages of 2 and 17 signed up. Each week we're offering 3 story times/book clubs for different age groups via Zoom (due to copyright concerns) and 1 Kid Krafts event via Facebook Live. In addition to the weekly programs, we've been posting virtual shows from Absolute Science 1-2 times a week, as well as a weekly escape room and/or scavenger hunt, all of which can be done from the comfort of the participant's home. In the first week alone, we handed out 175 literacy packets at the KCSD/Salvation Army meal sites and had 31 participants log over 3,800 minutes (about 64 hours) of reading. Participants have all week to log their first week of reading. In addition, Merissa, Emily, and Kat have been recording chapters of Anne of Green Gables for Radio Keokuk, who is airing one chapter each week as part of Radio Story Time.

Library staff continue to "think outside the box" for programming, incorporating technology and curbside services.

**VIDEO SECURITY:** Alarm Systems, Inc. has been installing the new video camera system! We were able to use the City budget without requesting help from the KPL Foundation.

There were some last-minute changes. Two powerful exterior cameras were combined in one location instead of two, at the suggestion of the company. Positioning a camera to see around the tree at the back entrance proved too challenging and we knew that the board did not want to see it taken down. Instead it will be placed on a pole and pointed at the parking lot and the park. If this is insufficient, we can look at additional cameras for that area.

They also couldn't place a camera in the back lobby without running wires along and up a wall. The original plan was to run wires through the elevator shaft, but the elevator company explained that it wouldn't pass inspection. Tom Seabold and Emily listened to different options for wiring or wireless, but, in the end, it was the only feasible option left. She will call the painter that painted the back lobby a few years ago and see if he will paint the wire cover to match the walls.

Emily also asked for an additional camera for the outside front entrance, so about \$1,500 will come out of this year's budget. With horror stories of people acting hostile towards workers with masks, she felt that more coverage of the curbside pickup area was necessary for staff safety.

**HOME DIGITIZATION PROJECT: ROMEO J. BICKEL SCRAPBOOK COLLECTION**

From Angela Gates, Senior Circulation Clerk:

23 out of 41 binders have been scanned so we're more than halfway through! 500 pages of indexes and 4,538 individual Bickel album pages have been processed.

Circuses II, Misc., and Obituaries II are currently being indexed.

A motion to accept the librarian's report was made by Marsden. Muston seconded the motion and it was unanimously approved.

- b. **KPL Board/Foundation Liaison report:** Taylor was absent and Bazow noted that a meeting will be held on the 17<sup>th</sup>, but that he would not be in attendance. Emily said she would be there.

## **UNFINISHED BUSINESS:**

**Community Cultural Partnership renewal:** The KAC board agreed to continue the current contract and resume talks in December.

**Plan update:** Rohlfs will reach out to Becky Heil to see about getting this started with an introductory Zoom meeting

**Bench:** Rohlfs has not heard from Public Works in regards to a timeframe.

## **NEW BUSINESS**

- a. **Annual KPLB Election:** Szawiel presented the slate of officers for the upcoming year: President—Kristal King, Vice-President—Rex Muston, and Treasurer—Mike Marsden. There were no nominations from the floor. A motion to accept the slate of officers as presented was made by Muston. Stice seconded the motion and it was unanimously approved.
- b. **Pay Equity study/Library Personnel:** Rohlfs presented a spreadsheet to the board, outlining the plan to bring library staff up to the minimum standards as stated on the pay equity study completed by GovHR, a company hired by the city to complete this task last fall, with results coming in just before the pandemic hit. An additional column was added upon learning that the city administrator was recommending his staff be brought up to 5% above the bottom of the range. Those numbers were discussed. Some board members were concerned with the percentage of some of the increases, but it was pointed out that these were amounts researched as equitable pay for each position. It was also stated that this shows how low the pay for library staff, who were 100% - all 7 full-time staff – under the pay scale, has been. Winkler pointed out that monies for the raises would need to be found within the budget already approved. Board members were concerned that the city would require us to “find it within” our budget each year, and would like for that not to happen after this year. A motion to approve a 5% wage increase from within our allotted budget for 20-21 and then to have the City step in after that, was made by King. Marsden seconded the motion. Bazow—aye; Fierce—aye; King—aye; Marsden—aye; Muston—aye; Stice—aye; Szawiel—aye; Graham—nay. The motion passed.
- c. **Library Board Continuing Education:** Rohlfs stated that she would forward an article about polls done at libraries that were re-opening.
- d. **Other:** The board had some questions regarding re-opening.
  - ✓ Capacity limits: Since we have not received the numbers from the fire department, Fierce and Bazow suggested Rohlfs make a reminder call to get that information. Muston said that even with the numbers, he thinks it would be wise to err on the side of caution when it comes to capacity limits.
  - ✓ Fierce suggested a press release for the DGC as well as the radio to let people know what we are currently doing—some may not be aware of the services we are offering curbside.
  - ✓ Marsden commented that staff is offering a lot of services curbside, but it would be nice to start thinking about expectations for opening. Rohlfs responded that she and Winkler have been talking about the next phase and what it might look like so a plan is in the works.

- ✓ Other board members stated that some of the other Lee County libraries are open and the 50% capacity has been lifted. Rohlf's responded that every library is different, different layouts, number of staff - each library needs to do what is best for their situation. We need to keep in mind the health of the staff and the public, and make sure that we have the PPE and procedures in place so that everyone feels safe, distanced, and protected. Winkler stated that we are not the only place that has not opened back up to the public in town, citing McFarland's as one example but knowing there are plenty of others.
- ✓ Rohlf's stated that she would like the board to choose a metric to go by, to know that we are safe to enter into the next phase. Originally the CDC advised no new cases for 2 weeks, and then there was a percentage of positive cases. As cases are rising in Lee County, she as well as the library staff are not yet comfortable with letting people into the building. They are working hard to adapt services to help as many as possible, and taking precautions to be as safe as possible.

**ADJOURNMENT:**

The meeting adjourned at 5:37 pm. The next meeting will be held on Monday, July 20 at 4:30 pm, on the Zoom platform, unless notified otherwise.