

CHURDAN LIBRARY BOARD OF TRUSTEES

May 11, 2020

The Churdan Library Board of Trustees met at the Churdan Library meeting room with Andy, Bobbie, Joan, Marilyn P., Shari, Marilyn T., and Marsha present. Those present sat at proper social distancing from each other, and all wore masks. Heidi Geisler was also present via Zoom. Andy called the meeting to order at 9:12 am.

Andy noted that there were two items added to the agenda. 1) Items on Snap Shot and 2) State reports. He asked for a motion to approve the agenda. Marilyn P. made the motion, seconded by Bobbie. Motion carried.

Andy asked for a motion to approve the minutes of the March 9, April 16 and April 22 meetings. Marilyn P. made the motion and Joan seconded. Motion carried.

There have been 70 patrons checking out books on Bridges, 3 of them being new users. There are a lot of books checked out. Bridges will be making a change to the ID# soon. There will be a "0" added at the beginning of each ID#. Shari will take care of this when it goes into effect. Shari and Marilyn T. went through and got rid of about 108-110 library ID#s, either because of death or the people are no longer living in the area. Marilyn T. reported that the library has served about 45 households, delivering about 179 items. There are more adults using the service than children. Marilyn usually takes care of the areas east and south of Churdan, and Shari takes care of north and west of town.

There has not been much activity in the financial report other than the usual operating expenses. We have not been billed for the new front door yet. The Webster Glass man took off the inside sweep on the back door and did a lot of adjusting.

Atrium, our on-line platform for checking out books, will cost \$995 for June.

There were no meeting room uses as the library has been closed to the public.

OLD BUSINESS: There has been no programming. A recycling program will be arranged as soon as programming can be resumed. It would help educate people as to what they can and cannot put in the recycling dumpster. Heidi Geisler said there are problems.

Shari said that a lot of the material that we talked about getting digitalized has already been done. Several of the church history books should be added as they contain a lot of history that would be of interest to the public. We have about 600 pages to fill. This should be done in May or June.

The threshold on the front door needs to be fixed. Several people who would know how to fix it were mentioned.

Three computers need to have Microsoft Office installed. We will wait to have it installed when we know when the library will be reopening. No point in paying for it when we aren't using it. Shari said the library has enough computers.

NEW BUSINESS: The Summer Reading Program is up in the air as to be expected. The cooperative money from the Supervisors needs to be used or it has to be returned. Rick Brammer, the bubble guy, has a bubble and books program that he is working on. Each child would receive a book and some bubbles. A bubble parade would probably be held in June in each town. Each child would be given a bag with a craft inside. They would do the craft at home and then watch Marilyn T. read a book on a virtual program. Twelve presenters would each do a virtual program for the kids to watch. Each program could be watched once, or as many times as the children would like. The state will give credit for any type of program that a library tries to have. Zoom or Facebook could be used for these programs. Marilyn T. asked Heidi when and if the City Park will be opened. None of the Greene County libraries are currently open.

We need to put in a new front step on the library. It would need to be extended and a new railing added. Willison Cement from Farnhamville and a guy from Lehigh were suggested.

The personnel policy needs to be re-written, with a pandemic clause added.

Shari has talked to Morgan and she would be interested in working on the library web-site from home. Shari suggested 8 to 10 hours per month. Andy suggested changing her job description. Morgan could be our tech person. She could do other jobs for the library from home. She would report her hours weekly. It was decided that Sandy should come back to work so she can help with the home delivery and disinfecting of the books.

Shari presented a proposed phased reopening plan for the library. We would proceed with opening as we want and what is suitable for the library, working with the city. A schedule would be set up for curb-side pick-up and home delivery and for disinfecting materials that come back to the library. Shari would like curb-side pick-up to start on Monday, May 18, using the guidelines of the reopening plan. If Sandy would come back to work, it would help Shari and Marilyn T. a lot. Using the front door only, and the directors' judgment as to putting the books on the front step or actually putting the books in the patron's car, by appointment or certain days, letting the directors decide the schedule. Using PPE supplies when in contact with people. Copying, printing, and faxing would also be included. Bobbie made a motion for using the Phase One opening effective May 18. Marilyn P. seconded. Motion carried.

The Library will go back to paying the employees for the hours they work beginning June 1st.

Snap Shot has been placed in the 2020-2021 budget. We have the money (\$395.00) and Shari would like to start getting it now. On the library web-site, it would allow the cover of a book to be shown rather than just a blue box. Marilyn P. made a motion to go ahead with the purchase. Bobbie seconded. Motion carried.

Shari reported that all the Enrich Iowa reports for obtaining monies are current.

Marilyn T. reported that the library has received a \$2,000.00 DECAT grant for children's programming for the 2020-2021 budget year.

All Greene County libraries can have ZOOM for each library for \$15.00 dollars a month from money given by the Board of Supervisors. Jane from the Jefferson library will check into the cost of each library having their own account.

It was decided that it should be noted in the minutes that the Library was closed on March 16, 2020 because of the coronavirus and that no programs have been held since that date.

Joan made a motion to adjourn. Marilyn P. seconded. Motion carried.