

Rolfe Public Library Board Meeting ~~March 18~~ May 20, 2020

Board Members Present: Nancy, Lori, Rob, Sherri and Sandy Librarians: Casandra

Nancy called the meeting to order. Minutes from the previous meeting had been emailed; and Board reviewed individually. Approved without corrections.

Librarian's Report covering March 16-May16 since did not meet in April due to COVID=19:

- 112 people visited the library
- 244 books 181 non-print items were checked out
- SILO – borrowed 6; loaned 1
- 0 Library sponsored meetings and 0 Non-Library sponsored meetings
- BRIDGES – 96 audio books, 49 eBooks, 10 magazines
- Board approved a motion to accept the librarian's report

Old Business:

- Planning for Results/Five Year Strategic Plan current one expires Aug. 2020 need to include patron input, possibly through Survey Monkey and post on Facebook and other Social Media Survey:/ post invitation to give input on Facebook/Sarah Munson. Suggestion for Plan include sending Postcards during National Library Week or giving bookmarks with Library hours, having an Idea Box in Library; suggest Library newspaper announcement inform patrons of a few services available to patrons each week. Need to get Gale operational. Everyone should write service responses that might be appropriate for survey (to be discussed), so a poll can be posted.
- English as a second language i.e.: ESL program funded by Pocahontas County Grant postponed due to COVID-19
- Schedule program with Densie Wasko for Spring or Summer Reading Program
- Technology Fair: How to use BRIDGES, iPads, OPAC, Play-A-Ways and Brainfuse scheduled for Saturday, April 4<sup>th</sup> 10am – 12pm with Bonnie McKewon postponed indefinitely due to COVID-19
- John Nielsen's name to be presented to Mayor/County Supervisor for approval of Rural appointee

New Business:

- Need to post cleaning position for 2 weeks.
- Plans to re-open:
  - Date set for June 15
  - Post plan on Facebook and possibly in RBI newsletter. Post on TV. Post "Check website" on sign in front of Library.
  - Install plexiglass shield at desk. Gilmore City Bank and Heartland might be able to refer us to individual to install. Can talk to John Witt and see if he is willing to do the work.
  - Mark floor with duct tape to indicate 6 feet from circulation desk.
  - Face masks are encouraged.
  - Hand sanitizer on each table and at entrance. Need pump bottles.
  - Returned books held out of circulation for 24 hours.
  - Children's area is closed except to select a book; no toys or games
  - Signage that persons with symptoms not enter.
  - Bathrooms will be closed.
  - Time limit discussed. 1 hour discussed. No decision but stated librarian discretion may be used as circumstances are warrant.
  - Number of people in library will be limited to 6 patrons.
  - No iPads 1<sup>st</sup> 2 weeks, if concerns remain, we will revisit at next meeting.
  - If groups request to meet, must be a size that can maintain social distance and be less than 10 per state guidelines.

- Casandra spoke to Bonnie about end-of-fiscal-year requirements. Signed Enrich Iowa Agreement and renewed Bridges Letter of Agreement (payment due by mid-August")
- Discussed potential prospects for filling in as needed during Casandra's absence. We need to have a policy on volunteers (criteria might be as simple as recommendation of Board member or City Council member). Is a background check required? Only if working with children? Does city have any requirements? If volunteer is used might only allow patrons to check out book and leave, children required to be accompanied by an adult? Sandy and Nancy volunteered to help, if needed, and have had the background check required for Board members.

Children's Programming:

- Summer Reading Program "Imagine Your Story"
  - Insect Zoo cancelled
  - Reading program will be Reading Incentive gift certificate for treat at Heartland. Toys and prizes are not recommended.
  - Considering reading at park, scavenger hunts, easy craft in bags left at bag lunch drop off by old school gym.

Meeting adjourned, next regular meeting is June 17th, 5:00pm

Library Board Education:

Board members read the Monday Morning Eye Opener 12 min.; May 1x's and June 3x's