**MINUTES**

**Eldora Public Library Board of Trustees**

**April 28, 2020**

PRESENT (via Zoom): Kristin Gehrke, Jerry Trittien, Jill Stanish, Mary Swartz, Jackie Winters, Joe Herring, Joan Grothoff

MINUTES were approved. BILLS were approved.

Director’s Report

* One person got a new library card (over the phone). Patrons have been very thankful to have curbside service.
* Joan, Susan, and Elaine participated in the Virtual Kids Matter Conference.
* Book weeding and deep cleaning continue. Wood slats were removed from windows and windows cleaned.
* Book baskets will be retired and replaced by bags with a 10 book assortment instead.
* Curtain rods were mounted in children’s and adult reading areas (needed to purchase two for the adult area). Depending on cost, may consider changing curtains seasonally. New carpet was added in children’s area.
* Library did not receive a Barlow Family Foundation grant for teen furniture. Due to social distancing, the Foundation felt funds should go elsewhere this year but encouraged the Library to reapply in the future.
* Online services have included Facetime live events and sharing links to resources.
* State library and other librarians are using Zoom to stay connected during closure.
* Joan is hoping there will be extra funds in the budget to purchase a new copier in the future.
* Joan will present at a webinar in June about using the Edge Assessment and receiving the technology grant.

Old Business

* Library is still closed due to Covid-19 pandemic.
* Children’s area cleaning and rearrangement has been completed. Included rearrangement of books in children and juvenile fiction areas as well as children’s non-fiction.
* Waterloo Courier newspaper subscription was cancelled.
* Joan’s foot surgery has been rescheduled for May 7.
* Board officially approved the painting authorization for entry way and restrooms. Susan did a great job on a mural above the door going into the library.

New Business

* The Library used Greenbelt Tech for 6 months and Joan recommended hiring again for the next year at $500. Board approved renewing the contract for next year (Mary abstained).
* Joan cancelled the Ackley newspaper which will save the library $52/year. Board discussed the remaining subscriptions and agreed to keep the following for the time being: Grundy Center, Hubbard, Marshalltown, Iowa Falls and Des Moines Register. Upon reopening, a computer will be available for reading newspapers digitally.
* Discussed procedures for re-opening the library. Joan distributed copies of the tentative plan.
	+ Phase 1: (May 1-14) Library remains closed to public; curbside service continues.
	+ Phase 2: (May 15-31) Limited hours of operation, computer use limited to 4 computers, by appointment for 30 minutes. Study rooms will not be available. Conference room will not be available as it is being used to sanitize and quarantine returned materials.
	+ Phase 3: (June 1-July 11) would still include limited hours, patrons, and computer use (up to 60 minutes). Use of study rooms will be allowed with sanitizing completed between patrons. No conference room use.
	+ Phase 4: (July 13) Library returns to full hours, furniture and toys will be brought back out, computer usage back to two hour limit.
* Joan will check with the state regarding masks and taking temperatures. Discussed having hand sanitizer dispenser at a table inside the library. Joan will check on a wall mounted sanitizer dispenser for the entryway.
* Summer Reading Program will be held online. Friends of the Library purchased READsquared software to use. Program will be for all ages.
* Sneeze guards were purchased; one will be adapted by Bill Grothoff.
* A federal grant for expenses related to Covid-19 may be a possibility.

NEXT MEETING: Tuesday, May 26 , 2020 at 5:00pm.