

EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
Monday, November 16, 2020 – 6:00 p.m.

Call to Order: The meeting was called to order by Vice-President Pritchett at 6:00 p.m.

Welcome to and introduction of new board member: Tyler Peterson was introduced as the newest board member, although he prefers to be called TJ. The present board members introduced themselves. Director Jensen did point out that we now have two Peterson's on the board so Deb will come first in the roll call and TJ will follow.

Roll Call: Present: Osborne, Peterson Deb, Peterson TJ, Pritchett, and Wilson
Absent: Hansen and Walker
A quorum was present.

Approval of July 20, 2020 Monthly Meeting Minutes: Wilson moved and Osborne seconded to approve the minutes from the July 20, 2020 regular board meeting. Ayes – 5. Nays – 0. The motion carried.

Approval of August 17, 2020 Monthly Meeting Minutes: Peterson, TJ moved and Wilson seconded to approve the minutes from the August 17, 2020 regular board meeting. Ayes – 5. Nays – 0. The motion carried.

Approval of September 21, 2020 Monthly Meeting Minutes: Peterson, Deb moved and Osborne seconded to approve the minutes from the September 21, 2020 regular board meeting. Ayes – 5. Nays – 0. The motion carried.

Approval of October 8, 2020 Special Meeting Minutes: Pritchett moved and Peterson, Deb seconded to approve the minutes from the October 8, 2020 special board meeting. Ayes – 5. Nays – 0. The motion carried.

Approval of bills to be paid in November: Wilson moved and Peterson, Deb seconded to pay the bills to be paid in November. Ayes – 5. Nays – 0. The motion carried.

Treasurer's Report: Director Jensen explained to new Treasurer Wilson what items are typically highlighted at the board meetings but as Treasurer it is up to her what she'd like to present. The treasurer's report was reviewed as presented.

Circulation Report: The circulation report was reviewed by the board. Director Jensen went through each section and explained it all so the newest board members had a feel for what it entails.

Old Business:

A. None

New Business:

- A. Discussion of the duties, responsibilities and powers and autonomy of a library board** – Director Jensen said this was put on the agenda by President Hansen. In his absence, it was agreed to table until next month.
- B. Scheduling of a new board member orientation session** – Director Jensen said that thru the NEILSA (Northeast Iowa Library Service Area) we do have a consultant who can come and do a presentation for the board members to give them an overview of their responsibilities and to answer any questions that they may have if they are interested. As long as it's not a long program, there was interest. Director Jensen will contact the office to see if and when this could happen.
- C. Continuing education for board members** – Director Jensen explained the new continuing education online portal and that it was recommended to her that all board members register for an account and complete their continuing education through it for tracking purposes. Director Jensen noted that in order to maintain the library's accreditation, board members are required to complete 3-5 hours of continuing education each year. She said she is required to complete 45 hours in a three year time period.
- D. 2020 General Information Survey** – The survey was reviewed. There was some surprise about the amount of information that is compiled. Pritchett moved to approve the 2020 general information survey and Wilson seconded the motion. Ayes – 5. The motion carried.
- E. Coronavirus (COVID-19) Discussion** – Director Jensen said that she included this because since the shutdown in March she has been flying blind with how to handle the Coronavirus in the library without enough members on the board to make decisions. She spoke of what she has done as far as social distancing, taking computers down to two and implementing time limits, procedures for disinfecting, and minimizing contact with staff as much as possible but she thought maybe a policy would be good because she doesn't know what she is supposed to do should she or her assistant come down with it and have to quarantine. Deb Peterson noted that they are having to wear goggles in the hospital. Director Jensen will look for some sample hazard mitigation policies and see what other libraries are doing and include it on the agenda for next month. Pritchett said she would check in to shields.

Discussion: Pritchett asked about an update on the monitor that displays info in the library. Director Jensen said that it is kaput, the screen is near black and displaying nothing but shadow. Pritchett said that if she wanted to get a new one, the Friends of the Library would cover the cost. She also noted that the Open Access log was included for their reference. She explained the differences between Open Access and Direct State aid funds.

Adjournment: The meeting was adjourned at 7:19 p.m.

Respectfully submitted,

Shannon Jensen, Library Director