

Coralville Public Library Board of Trustees
January 13th, 2021

An Electronic Meeting (pursuant to Iowa Code Section 21.8) of the Coralville Public Library Board of Trustees was held Tuesday January 13th, 2021 at 6:00 pm because a meeting in person was impossible or impractical due to concerns for the health and safety of Trustees, Staff and the Public presented by COVID-19. Until further notice all of our Board of Trustees Meetings will be held electronically only.

Present: The following members of the Library Board were present via Zoom: X. Cretzmeyer, Amanda Elkins, Deborah Hatz, Keith Jones, Pat Kenner, Shaner Magalhães. The following Library and City staff members were present at City Hall: Alison Ames Galstad (Library Director), Ellen Hampe Alexander (Assistant Library Director).

Absent: Mitch Gross (City Council Representative).

President Jones called the meeting to order at 6:00. All board members attended virtually, while Galstad and Alexander were present at City Hall in order to maintain access for public comment. Public comment was also invited via mail or email. All votes will be via roll call. No one was present for public comment.

The Board considered approval of the agenda. Magalhaes moved that the Board approve the agenda as presented, Elkins seconded. The motion passed unanimously.

The Board considered approval of the minutes of the December 9th, 2020 meeting. Elkins noted that she'd like to have something on future agendas about the strategic plan. Magalhães moved that the minutes be approved as presented, Kenner seconded. The motion passed unanimously.

The Board considered approval of the bills for December. Galstad mentioned that the US Cellular bill is service for the hotspots. We will not be able to sustain this many hotspots forever, but for now it is a very important service. Some of this was covered by grant funds. Jones asked about the larger invoices in the middle of the page, including Innovative invoice – Galstad explained that it is for integration of emedia into our ILS. He asked about Newsbank – it is a newspaper database. Mango languages is a language-learning database, and the Ebsco invoice is our annual magazine renewals. Elkins moved that the bills be approved as presented, Magalhaes seconded. The motion passed unanimously.

The Board considered revisions to the Exclusionary Zone policy. Alexander had noticed discussion on the state listserv about the need to make changes in these policies. The law has been interpreted more specifically, so we tweaked out policy accordingly. It now states that the library director is who grants or denies permission, and her decision may be appealed to the Board of Trustees. Magalhaes moved that the policy be revised as presented, Elkins seconded. The motion passed unanimously.

The Board considered the proposed budget for FY22. Galstad explained that all city departments were asked to keep expenses at the FY21 level – ours had already been reduced 10% from what was previously planned for FY21. City Council is anticipating a small cost of living increase for staff, so savings will need to be elsewhere. This proposal has some capital equipment cost decreases, and has the materials budget at only a 1.5% increase. Elkins asked if we'd noticed increases in material costs, or any delays. Staff have noticed some delays, but nothing huge – and no significant cost increases. Elkins also asked about delaying the replacement of furniture if more needs to be saved. Galstad said that while we are trying to get as many interior/ infrastructure projects as we can done while closed to the public, this would be a possibility. There was discussion of impact on taxes locally and at the state level. Jones asked about the increase in the salary line of 6% - Galstad said that the city's HR department calculates that and she thinks it was a mistake. Kenner moved that the proposal be approved, Magalhaes seconded. The motion passed unanimously.

The Board considered election of officers for 2021. Cretzmeyer motioned the following slate: Jones as

president, Elkins as vice-president, and Hatz as secretary. Magalhaes seconded the motion, and it passed unanimously.

Cretzmeyer did not have a Friends report.

Galstad reported that the Foundation mailing has so far yielded great results – she has received around \$12,000 total in checks.

Galstad gave the Director's Report. Board appointments were on last night's city council agenda. Elkins and Hatz were both reappointed, Hatz to fill the shift of Lindsay Bland. Robert Turnquist was appointed for a 6-year term. Galstad will be in touch with him prior to the February meeting. Galstad pointed out the use and programming statistics. Circulation has consistently been between 60-65% of what we normally do, with around 45% of total circ being emedia. We distributed almost 10,000 items via curbside or mail. Hotspots continue to be in high demand, and Kanopy use has increased steadily. All programs have been virtual, Jon Hines has been doing a wonderful job of filming. Children's Services had a virtual Noon Year's Eve program, where participants picked up a packet of supplies before. Magalhaes mentioned that he used the library's Zoom account for a virtual meeting and it was very helpful. Kenner asked about reducing the use of plastic bags, and that was discussed. There were Winter Break reading programs for kids, but Galstad does not have participation numbers yet. Planning for the Winter Adult Reading Month is underway. Staff are also putting together craft-to-go bags for all ages. Children's Services' are associated with a program, Teen Services have been doing, and Adult Services is piloting one.

The dialed back service model is still in place, but we are hoping numbers continue to decline so that we can open the computer lab and allow browsing appointments again.

Galstad was disappointed to report that though we've had a reading of the I Have a Dream speech and were hoping to do one this year and live-stream it, we have run into copyright issues. We will advertise documentaries and films on Kanopy for MLK Day. Galstad will begin looking into copyright permission for next year, and is wondering if we could do something similar for Black History Month.

We are working with deNovo on website redesign.

The next meeting will be February 10th.

Under other business, Magalhaes said he has missed the staff reports – Galstad will plan on bringing them back.

Elkins asked to have a goal from the Strategic Planning on next month's agenda.

The meeting was adjourned at 7:00.

Respectfully submitted,
Ellen Alexander
Assistant Library Director
(Subject to approval at the February 2021 meeting.)