

**Coralville Public Library Board of Trustees**  
**May 12th, 2021**

**An Electronic Meeting (pursuant to Iowa Code Section 21.8) of the Coralville Public Library Board of Trustees was held Wednesday May 12th, 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, Keith Jones, Pat Kenner, Shaner Magalhães Bob Turnquist,. Also present via Zoom: Ruth Halterman (Integrated Library System Administrator). The following Library staff members were present at City Hall: Alison Ames Galstad (Library Director), Ellen Hampe Alexander (Assistant Library Director).

**Absent:** Deborah Hatz, Mitch Gross (City Council Representative).

President Jones called the meeting to order at 6:00. All board members and Ruth Halterman 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. Magalhães moved that the Board approve the agenda as presented, Kenner seconded. The motion passed unanimously.

The Board considered approval of the minutes of the April 14, 2021 meeting. With the correction of the spelling of Roxane Gay's name, Elkins move that the minutes be approved. Magalhães seconded. The motion passed unanimously.

The Board considered approval of the bills for April. Galstad mentioned that the amount listed for Language Line should be \$333.60. This is the translation service subscription. Kenner asked what Dex YP is – this is a yellow pages ad. Magalhães moved that the bills be approved as presented, Elkins seconded. The motion passed unanimously.

Ruth Halterman, Integrated Library System Administrator, gave the staff report. She is retiring on July 8<sup>th</sup> after 30 years at CPL. She shared many memories and pictures. Jones thanked her for so many years of serving the community.

Galstad gave an overview of library services and access since March of 2020. She reported to City Council this month, and because her turn to report fell in April, she thought it made sense to give a report of the last year since the beginning of COVID. She showed the Board the report she gave City Council, which is a timeline of services. We immediately started online programming and curbside pickup of materials. Overdrive use shot way up, dropped a little, then increased through the school year. Kanopy use follows this pattern as well. E-materials leveled off at around 35% of our circulation. Curbside pickups remain high. We started having browsing appointments on June 29<sup>th</sup>, and we are still controlling occupancy with appointments. We are upgrading occupancy counters, which will allow us to have a real-time count. At that point we will reassign the greeter position and just monitor occupancy electronically. Magalhães asked what ICPL and North Liberty Public Library are doing. North Liberty is still taking appointments until June 1<sup>st</sup>, when they plan to open up. Iowa City has opened their doors but are monitoring capacity. Magalhães asked about guidelines for capacity – Galstad explained that she took the square footage of the building, subtracted all furnishings and shelving, figured 8-10 square feet per person and also took staff into account. She also took into account that it's possible with summer that most people would be in the children's wing. In the report to council, Galstad also talked about online programming and crafts-to-go. The drive-in movies are planned, but there is a possible parking lot construction project which may impact the schedule. The computer lab opened in mid-June, was suspended around the holidays, and last Monday May 10<sup>th</sup> we moved the lab back upstairs to the reference area. We started with curbside checkout of laptops for use in the

parking lot, then began checking them out for people to take home for a week. They are very popular. Magalhães asked if we have had any trouble with loss or damaged laptops – Alexander said there have been a few not returned but reference staff routinely reach out to patrons with overdue laptops, and there is a \$5/day overdue charge. Jones asked how the reception was of the report at the council meeting. Galstad said they were really happy to hear all we have been doing, including the vaccination clinic, curbside, assistance with electronic resources and assistance with the rental and utility assistance applications.

Cretzmeyer gave the Friends report: They had a book sale on May 1<sup>st</sup>, and made over \$2000 in one day with a free-will donation model. The Teen Services Award was given to Annabelle Hendrickson, and there was a presentation on Facebook Live on the CPL Teen Facebook page.

The Foundation Board met April 21<sup>st</sup> – they spent a lot of time talking about how to invest their money. They talked about fundraising, and looked at priorities for projects they’d like to fund. These are the book bike and continuing to fund the Local Libraries Lit program. They talked about the possibility of gradually moving toward dispersing a certain percentage of funds to the library for projects, and the possibility of taking over funding of the Paul Engle Prize from the City.

Galstad gave the Director’s Report. This was the first month with a full month’s worth of pandemic data from a year ago to compare. In 2020, there were no public patrons in the building in April. Regarding this April’s circulation, 61% of our items checked out were physical items. Hotspots and Laptops both continue to be very popular. The computer lab and express computers both continue to be very busy. We are adding two more express computers in the west wing, and the two remain in the café. Programming has been all virtual. The vaccine clinic went very well, and reached so many people, with over 600 receiving vaccines. There was a Mobile Health Clinic in April, and they will be back on May 22<sup>nd</sup>. Curbside statistics are pretty steady, though is maybe decreasing a little as more people are browsing. We will continue to offer curbside services. The “Local Libraries LIT” programs with Roxane Gay was very popular. The Summer Reading Programs will be underway at our next meeting – signups all begin on June 1<sup>st</sup>.

Cretzmeyer noted that he is impressed with how well curbside pickup has been handled. Galstad mentioned that we have purchased an app, which will streamline the process.

Kenner motioned for adjournment, Magalhães seconded. The meeting adjourned at 7:15 pm.

The next meeting will be Wednesday June 9<sup>th</sup>.

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