

**-Coralville Public Library Board of Trustees
June 9th, 2021**

An Electronic Meeting (pursuant to Iowa Code Section 21.8) of the Coralville Public Library Board of Trustees was held Wednesday June 9th, 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 staff members were present at City Hall: Alison Ames Galstad (Library Director).

Absent: Bob Turnquist, Mitch Gross (City Council Representative), Ellen Alexander (Assistant Library Director).

President Jones called the meeting to order at 6:00. All board members attended virtually, while Galstad was present at the Library 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. Hatz moved that the Board approve the agenda without item number four since Mike cannot be here, Magalhães seconded. The motion passed unanimously.

The Board considered approval of the minutes of the May 12th, 2021 meeting. With the clarification in the director's report that browsing appointments started on June 29th of 2020, Elkins move that the minutes be approved. Magalhães seconded. The motion passed unanimously.

The Board considered approval of the bills for May. Magalhães asked about the patio furniture – this is replacement furniture for the café patio. Orkin is the bed bug dog visits for the year. Antelope is for bookmobile service to some Coralville neighborhoods. Cretzmeyer asked why the Landscape Forms bills are under two categories – it is equipment and furnishings. Magalhães moved that the bills be approved as presented, Kenner seconded. The motion passed unanimously.

Galstad gave an update on Summer Reading Programs and Library access and services. This year's program is different due to not having a kickoff night. Hills Bank is sponsoring the program, but has decided to not do t-shirts. They gave a generous donation which will cover books as prizes for kids. Programs began with a slow start on June 1st and should pick up once school is out after the 11th. 187 have signed up for the children's program, 66 teens, and 122 adults. All programs will be outside or online. Jones asked if Hills Bank was not doing t-shirts because of COVID, or a more permanent decision. Galstad wasn't sure, and all agreed that it would be fine for Jones to check on this decision at Hills.

Cretzmeyer had nothing new to report on behalf of the Friends.

There was no report from the Foundation.

Galstad gave the Director's Report. Circulation was almost identical to what it was in April. 62% was physical items. This was all before the doors have been open, so will be interesting to see what stats look like next month. Memorial Day weekend curbside pickups were low. Hotspot and laptops use is still very popular. Browsing appointments continued to be strong, now we will start monitoring the number of people in the library so will be interesting to compare next month. We are still taking appointments for computers; we are thinking of no longer taking appointments but just letting people log on for an hour. We may also open study rooms for hour- or two-hour long appointments. Hoping to gradually add chairs back, too. Gift \$ - \$10,000 was from the Friends – support of summer reading programs, crafts-to-go, Language Line, and the new mobile app. We are hoping to launch the mobile app next week, and it should streamline curbside pickup. Program statistics will most likely go up for summer. ESL class, storytimes, and adult programs are

all still well attended.

We noticed a big uptick in the Rental and Utility Assistance program application help – Reference Librarians have been scrambling to cover this. We are understaffed, with some staff gone unexpectedly and Karen Hegland's retirement.

UI Mobile Clinic had a clinic here on Saturday. They only had five people use it, and are looking for more ways to get the word out about it.

Alison is working on closing out the budget for this FY.

Upcoming events – There will be a July 4th Parade Sunday at noon. The library will have a float. We will also be at Fifth Street Social on August 14th.

Magalhães asked if groups who typically use the meeting rooms are being notified about what's happening with bookings. We are not yet booking meeting room use other than for things we are co-sponsoring but are hoping to start booking in the fall.

Cretzmeyer asked about the \$12.99 in fines. We have still not been collecting late fines, but this is a topic the Board may want to discuss at an upcoming meeting. Galstad could bring a proposal to a meeting soon if the Board would like – Jones said that would be helpful.

Jones said that based on the email from Alison about meeting in person, it sounded like everyone would be comfortable moving to meet in person. It was decided to move into a larger meeting room downstairs.

Galstad was assuming we'd go back to the first Wednesday of the month, so the meeting would be on July 7th. Jones asked about some months that the first Wednesday falls on the 1st or 2nd, if the second Wednesday of the month might be better. Galstad thought the first Wednesday should be fine.

Elkins suggested the idea of posting something on social media saying the Board would start meeting in person again.

The meeting adjourned by consensus at 6:50 pm.

The next meeting will be Wednesday July 7th.

Respectfully submitted,

Ellen Alexander

Assistant Library Director

(Subject to approval at the July 2021 meeting.)