

Coralville Public Library Board of Trustees
July 8th, 2020

An Electronic Meeting (pursuant to Iowa Code Section 21.8) of the Coralville Public Library Board of Trustees was held Wednesday July 8th, 2020 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. The meeting was live streamed Wednesday July 8th, 2020 at 6:00 pm on www.coralville.org/coralvision.

Present: The following members of the Library Board were present: X. Cretzmeyer, Amanda Elkins, Deborah Hatz, Keith Jones, Pat Kenner, Shaner Magalhaes, Mitch Gross (City Council Representative). The following Library and City staff members were present at city hall: Alison Ames Galstad (Library Director), Ellen Hampe Alexander (Assistant Library Director), Jon Hines (City of Coralville Communications Specialist).

President Jones called the meeting to order at 6:00. All board members are attending virtually, while Galstad and Alexander are present in the City of Coralville Council chambers in order to maintain access for public comment. Public comment was also invited via mail or email. All votes will be via roll call. There was no one present for public comments.

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

The Board considered approval of the minutes of the June 10th, 2020 meeting. Bland mentioned a typo – “to” should be changed to “do” in the sentence “Bland said that this statement is a good place to start, but she would like to see the Board of Trustees to more.” Magalhaes motioned that the minutes be approved with this change. Kenner seconded. The motion passed unanimously.

The Board considered approval of the bills for June, including the last bills of the fiscal year from June 12th, and also the list for July approval from this FY. Galstad mentioned that Creative Software Services has been doing a lot of work, helping with wiring for installation of a new people counter at the doors, plus installation of new Polaris servers. Jones asked if these were anticipated expenses; they were. Cretzmeyer asked what line 752.01 encompasses – Galstad explained that this is the materials line, and in this case some programs for Summer Reading Program were paid from that line. Galstad mentioned about the July 8th bills that the Innovative Interfaces bill is for the annual maintenance fee for Polaris. Also, McComas-Lacina bills were for renovations in Schwab, including cabinet and lighting upgrades to LEDs. When the fluorescent bulbs would burn out, maintenance staff were having to redo the entire ballasts, so this is a cost-effective thing to do. Kenner mentioned that when sitting toward the back of the room in Schwab, it is sometimes hard to see the lower 1/3 of the screen. Hatz motioned that the bills be approved as presented, Kenner seconded. The motion passed unanimously.

The Board discussed the CPL Board of Trustees Statement on Race and Social Justice, which endorses the Urban Libraries Council statement. Bland wrote the Board portion of the statement and it was approved via email. It has been printed and is displayed in the library window, but the Board wanted to continue discussing it. Jones thanked Bland for her work. There was discussion about replacing the word “consider” with something more actionable. Gross asked the difference between points 1 and 3. Bland explained that the first is more about patrons and the board, 3rd is more about hiring. They agreed to strike “employee” from point one, and to make point three about recruiting staff of color. Jones asked how everyone feels about the last bullet, and proposed replacing “consider” with “create.” Gross asked what power this committee would have. It was agreed that the committee would make recommendations to the Library Board. Bland will recraft the statement. The Board was in consensus about displaying BLM signs at the library as well.

Galstad gave the Board an overview of the phased reopening of the library and introduction of additional services. Summer Reading Programs began on June 1st, all programming is being done online. SRPs will go through July 31st. Children's Services is also offering curbside craft pickup. June 17th was our first curbside laptop use outside the library, we are working toward checking out laptops for patrons to take home. Hotspot checkouts are going well. June 22nd, we started a computer lab by appointment in Meeting Room A with 5 laptops and a 1-hour time limit. June 29th we started Browsing Appointments, giving people 15 minutes to browse, and 15 minutes to check out. We are staggering family and adult appointments. At this point, in keeping with the City, masks are not required for entering the building but are for one-on-one help. Gross mentioned that this was discussed at the City Council Meeting last night, and believes there may be a change. Galstad had consulted with the State Law Librarian, and was told that the library should not move forward on mandating masks in the building if the City has not. Galstad is hoping to keep these services going through the end of July, then reassess for August. In the meantime, we are removing shelving and furniture and the hand sanitizer stations have been installed. The next phase of opening would be to open for more people around curbside pickup. It will be a very different sort of access to the building – more walk-through than a place to gather. Magalhaes asked if the number of people in the building would be capped, Galstad said yes. Jones said he appreciates this approach to reopening and sees no reason to rush.

Cretzmeyer did not have a Friends report. Jones noted the passing of Roman Steciew, a long-time member of the Friends.

The Foundation has not met, and strategic planning is still postponed.

Galstad gave the Director's Report. She pointed out the statistics, including attendance at online storytimes, the ongoing ELL class, Stage on the Page, Mystery, and Novel Conversations. The Calendar has curbside pickup numbers – black numbers are the number of deliveries, the red number is the total number of physical items circulated. Kenner asked for a notification about sending an email to say you'll be in to pick up a hold on the text notification that the hold is ready.

The lease termination with the Co-Op has been completed, and they have begun clearing out the space. We will change it over for reuse soon.

Jones asked if everyone prefers to continue meeting via Zoom, and there was consensus to. The meetings will continue to be the second Wednesday of the month.

Hatz moved that the meeting be adjourned, Magalhaes seconded. The meeting was adjourned at 7:10

Respectfully submitted,

Ellen Alexander
Assistant Library Director
(Subject to approval at the August 2020 meeting.)