

Musser Public Library Board of Trustees
Musser Public Library, 408 E 2nd St
May 20, 2020, 4:30pm

Attendance

1. **Present:** Jane Daufeldt; Nancy Dew; Diana Gradert; Jeanett Martinez; Bret Olson
2. **Remote:** Jarod Johnson; Jon Moravec
3. **Absent:** Anthony Loconsole
4. **Guests:** Mallory Moffitt, secretary

Call to Order: Gradert called the meeting to order at 4:31pm

Approval of Agenda: Dew moved to approve the agenda; seconded by Daufeldt; Motion approved.

Approval of Minutes: Bret moved to approve the minutes from April 15, 2020 as presented; seconded by Dew; Motion approved.

Ratify Bills of Payment: Olson moved to ratify the bills from April 17, 2020 and May 8, 2020 as presented; seconded by Daufeldt; Motion passed.

Receive Communication: None

Citizens Speak: None

Staff Liaison: No staff lost hours during closure

Friend's Report: Xiaowen is ready to get Friends going. Bad timing to get started

Director's Report:

1. Had a meeting with LS&S earlier today. Showed us their new statistical package. Takes information from Polaris and presents it in a much more user friendly interface. Integrating our databases and eMaterial usage. Let's us look at usage as a whole or breaks it down to more specific categories.
2. Will follow up with Iowa Lean to see if we can become a member on our own.
3. City has asked for \$20,000 due to income loss from to Covid-19. However, LS&S has used up all the money allocated to collection development and we do not have money left over
4. Summer reading will be different this year. There will be no programming in the building, everything will be distance/virtual. Central State is still a funding resource. Looking into Friend's accounts for future funding, not something we are going to do at this moment. Sponsors for Channel 5 programming, early in at \$1000/per sponsor. Additional sponsorship going to LENA and other programming.

New Business

1. **Reopening to the public**
 - a. Currently in Phase 1. Recently started curbside pick-up, very busy at the beginning.
 - b. Phase 2 begins June 1, 2020: Continue Phase 1 services, resume home delivery to individuals not nursing homes, 50 people in the building at a time including staff, restrict

time in the building to 1 hour, remove most of the seating, closing public meeting rooms, remove toys and computers from children's, re/move computers and allow use of tablets at specific locations to ensure social distancing, process ILL requests, resume courier service June 1st and loans on June 15th, encourage masks, children under 16 must have an adult/legal guardian at all times, hourly cleaning public surfaces, staff walk arounds every 15 minutes

- c. Move to Phase 3, 4, or 5 at a later, undetermined date. Still working on determining indicators. Will look at other libraries, statistics, Public Health, etc. to determine moving forward.
- d. Dew moves to open on June 1st, Olson seconded; Motion passed.

2. Summer Reading

- a. Continue digital programming through Facebook and Channel 5, no programming in the building.
- b. Weekly bingo cards to pick up at the library or Hy-Vee, looking into Fareway. Patrons will do activities each week and send in pictures. One will be about pets.
- c. Story time at Salisbury: big campfire, guests, recreate what they do when they go camping, and tell campfire stories.
- d. Teens: online games, escape rooms, etc.
- e. Dew moved to continue our relationship with Channel 5 at \$500/week as long as funding is available for the foreseeable future up to 12 months; seconded by Olson; Motion passed.

Adjourned: Meeting adjourned at 5:40pm