

Board meeting was held onsite and/or via Zoom. Attendees met in the Fireside room and adhered to the six-foot social distancing protocol. Todd Meyer called the meeting to order at 7:00pm. Also present: Don Goodman (via Zoom/offsite), Pat Kifer, Michelle Wilkinson (via Zoom/offsite), Sandra Nyberg and Mara Edler.

Minutes from September were approved. Pat moved, Don seconded, ayes carried.

Bills and operating expenses from September were approved. Sandra moved, Don seconded, ayes carried.

Petty cash from September was approved. Pat moved, Sandra seconded, ayes carried.

Public Comment: None

Correspondence:

- Capital Group American Funds: Quarterly Statement

Friends of GPL Report:

- Purchase Offer: Jerry Peck submitted a purchase offer on behalf of Friends of the GPL. Friends offered to purchase the current storage of previously donated books, materials, and totes for \$120.00.
 - Friends communicated that “these books will be used as stock for upcoming book sales” and that the proceeds will go to the Gutekunst Public Library.

Pat made a motion to accept the offer with the inclusion of all additional items weeded by October 8th, 2020. Sandra seconded, ayes carried.

- Book Sale: Friends is planning to have a book sale on October 31st, in conjunction with State Center’s trick-or-treating. Friends is continuing to work towards their goal of operating regularly scheduled sales from the garage. The October sale will act as a soft opening towards this goal.

Old Business:

- Covid-19 Pandemic Procedures: Mara submitted an updated Covid Policy Proposal.
 - Current Protocol: Mara reported that the current protocols have been going well and staff has felt able to keep up. The Fireside room has remained closed to discourage lingering.
 - Covid Policy Proposal 10.8.20: Mara proposed that the library return to regular hours. Proposal maintains current social distancing requirements, item quarantine protocol, and mask mandate. The proposal would allow for small-group programming to resume in the Fireside room. The following specifications were discussed:
 - Early Closing: The library will close at 6:00pm (rather than 7pm) Monday-Thursday.
 - Program Capacity: Programs will be capped at a ten persons occupancy. Staff will mark seating spots in the Fireside room that are six feet apart.
 - West Door/Traffic: The west door will be used as the “program entrance door.” Patrons attending programming will be required to have their temperature checked and to sign-in in an effort to maintain contact-tracing.
 - West Door/Security: The west door will be locked at 5:00pm daily, with the exception of programming needs.

Pat made a motion to adopt the policy proposal, including discussed specifications. Sandra seconded, ayes carried. Policy will go into effect starting Monday, October 12th, 2020.

- August 10 Storm Report:

- Tree Damage: The damage to the tree located on the southwest corner of the property (in the terrace next to the Hartwig property) was determined to be a liability. The tree was taken down and removed by the City.
- Shingles: The “wave” in the shingles has self-corrected. No repair is needed at this time.

- Entrance Sign: Damage has occurred to the brick sign (located at the south entrance of the property). A portion of the top concrete slab on the west pillar has broken off.
 - Todd recommended that the damaged mortar/cap be removed and replaced. Mara will contact Todd and Sue Rogers and request a bid for the restoration.
- Cleaning: Todd Meyer has offered to volunteer his time and equipment to powerwash the building and outside property.

New Business:

- Planning for Results: Maryann Mori from the State Library of Iowa joined us via Zoom to discuss an overview of the Strategic Plan (Projected 5 year written plan required for accreditation).
 - Plan Development:
 - Community Needs: The needs of the community are the foundation for the plan. Mori discussed options for collecting data to assess community needs.
 - Representation: Data must represent a cross section of the community. Board members will submit a list of ten community members (names and personal contact information) to Mara by October 22nd. Mara will consolidate the list and submit it to Mori by October 28th. Mori will send a form letter to each community member on the submitted list. The letter will request survey participation and explain the process. Participants will be asked to return the form by October 29th. Mori will then call each participant to conduct the survey. She anticipates that she will have the results by mid November.
 - Timeline: It will take approximately four months to conduct the process. The first two will be used for data collection: securing participants and conducting surveys. The third will involve meeting with Mori to analyze the findings. Mori will meet with the board on December 3rd to review the data. GPL will then write and edit the plan and send it to Mori for proofing. The fourth will be used to formally adopt the plan.
- Covid-19 Personnel Policy: The board discussed the Employee Rights of the Families First Coronavirus Response Act (FFCRA) put out by the United State Department of Labor. In accordance with the Employee Rights law, all vacation days previously used by GPL employees in order to cover qualifying leave will be restored. Additionally, employees will no longer need to trade hours/shifts to make up for missed days due to Covid quarantine. The Employee Rights will be posted and accessible to all employees of GPL. The Gutekunst Public Library will continue adhering to the Employee Rights law.
- Internet Use Policy Review: The board discussed the following changes:
 - Addition: "The library has a designated DNC agent." will be added to the policy.
 - Formal Complaint Process: The second sentence will read: "At the meeting, the individual or group may present their comments ~~following the procedures outlined in the Gutekunst Public Library "Public Participation" Policy to the board.~~"
 - Reserving Computers: Second person pronouns will be changed to third person (replacing "you" with "patron") to maintain grammatical consistency throughout the policy.

Michelle made a motion to approve the Internet Use Policy pending the discussed alterations. Pat seconded, ayes carried.

- Receipt Printer Purchase: Mara indicated that the receipt printer is wearing out and beginning to malfunction. She submitted an estimate of approximately \$300.00 to purchase a replacement. Pat made a motion for Mara to pursue the purchase of a new receipt printer, Don seconded, ayes carried.

Director's Report: Director's Report was approved. Don moved, Michelle seconded, ayes carried.

Sandra moved to adjourn, Pat seconded, ayes carried.

Next meeting: November 5, 2020