

April 2021

Pursuant to Iowa Code Section 21.8 and the Governor's State of Public Health Emergency Declaration, this meeting was held electronically because the ongoing public health emergency in the state of Iowa has made it impossible to have a meeting in person. The telephone number for the meeting was posted on April 16, 2021 allowing the public access to participate in the meeting.

The regular meeting of the Board of Trustees for the Burlington Public Library was called to order by President Becky Godfrey, Wednesday, April 21, 2021, at 4:32 p.m. Becky Godfrey, Jerry Parks, Mary Weinand, Tenyshia Chalupa, and Director Rhonda Frevert were present via zoom. Friends' Liaison Cindy Murphy, Kathy Gerling, Sara Garland, and Lois Blythe were also in attendance. Board members Megan Fuqua, Matt Shinn, and Don Schmidgall were absent. Notification for this meeting was sent to KBUR/KGRS, KCPS, KKMI, and WIUM radio stations and The Hawk Eye, April 16, 2021.

Mary Weinand moved the Board to approve the agenda for this meeting and the minutes from the last meeting. Second by Tenyshia Chalupa; motion approved unanimously.

#### **Board Training**

**a. Article: "2021 State of America's Libraries"**

A portion of the article was included in the board packet and the link for the entire article was emailed to board members.

**b. Staff Presentation: Equity Training, Lois Blythe**

Lois explained how the training helped her consider internal bias and how that can affect the library collections. Lois has looked at some of the book lists provided in the training, and we have ordered those that we don't already have.

#### **Expenditures**

Rhonda briefly explained the library's remaining FY21 budget.

Jerry Parks moved the Board to approve expenditures. Second by Mary Weinand; motion approved unanimously.

#### **New Business**

**a. Job Descriptions: Aide, Clerk, and Shelver**

Tenyshia Chalupa moved the Board to approve the revised job descriptions for the aide, clerk and shelver. Second by Mary Weinand; motion approved unanimously.

**b. Policy: Volunteers**

Jerry Parks moved the Board to approve the revised policy. Second by Tenyshia Chalupa; motion approved unanimously.

## **Old Business**

### **a. In-Person Services**

Rhonda explained the OCLC REALM study on various surfaces and IDPH input on quarantining materials. The library is currently quarantining items for two days, but are proposing to drop the quarantine period. There was also discussion to add back in the morning hour, take Friday and Saturday back to full hours, move the computer lab from Meeting Room A to the arched window, and to keep the current mask requirement in place.

The board approved (1) expand hours to be open from 9:00 to 6:00 Monday through Thursday and 9:00 to 5:00 Friday and Saturday; (2) end returned materials quarantine; (3) move the computer use to the arched window area with eight computers for public use; and (4) allow use of the small study rooms by an individual or two people from the same household. Mary Weinand moved the board to approve the above changes to services. Second by Tenyshia Chalupa; motion approved unanimously.

### **b. Strategic Plan Update**

Rhonda went over the updates and discussed preparation for developing a new plan.

## **Friends Liaison Report**

The Friends started doing mini book sales again. They have completed six of the nine scheduled mini sales and have raised over \$3000. The Friends Board is adding new board members. Also, this is Cindy's last meeting as Friends Board President; Mary Ann Bolan will be the new President.

## **Library Services Report**

The library will be posting a position for a new Clerk – this is a replacement position for Kathy Murphy who retired at the end of 2019. Rhonda also mentioned that a part-time Aide will be leaving soon and the Youth Services Librarian is leaving in August.

## **Use Statistics**

Rhonda mentioned that we are starting to see an increase in stats from comparing last March and even last month. Interlibrary loan increased a lot since they have opened up to libraries outside of Iowa.

## **President's Report**

The quarterly Foundation meeting was held last week. They have gifted \$70,000 in grants to the library this year. Joyce Wauters is retiring from the Foundation Board.

Becky would like the Board to find a way to show their appreciation to the staff. She will connect with Rhonda about possible ideas.

There was discussion of board terms. Tenyshia Chalupa filled Bill Ell's remaining term and has agreed to another six-year term.

There being no further business to come before the Board, Jerry Parks moved the meeting be adjourned at 5:25 p.m. Second by Tenyshia Chalupa; motion approved unanimously.

Respectfully submitted,

Rhonda J. Frevert  
Library Director