

Musser Public Library Board of Trustees
Musser Public Library, 408 E 2ndSt
April 15th, 2020

Approval of Minutes: Olson moved to approve minutes from the March 18, 2020 meeting; seconded by Moravec; Motion passed. Vote will be formalized during next in-person meeting.

Ratify Bills for Payment: Olson moved to approve the bills from April 3, 2020 as presented; seconded by Moravec; Motion passed. Vote will be formalized during next in-person meeting.

Director's Report:

- We are still closed and the Governor ordered all public libraries closed through April 30.
- I sent you the highlights of current service to the community via email last week as well as the rules we have set up to allow most of our employees to work from home. I am not going to go over them all again but will touch on highlights.
 - A few staff are choosing to work in the building part days or a few days a week. They include, Bobby, Greg, Betty Julie, Jenny, and myself (before my isolation and I will continue this practice next week). We are not having any in person meetings, but there are many things that are easier for us to do in the building.
 - No one is in the building on the weekend or after 5 pm on weekdays
 - The circulation staff and pages are coming into work to complete inventory. They are working in two people teams and are spaced over six feet apart. Since these two classes of staff are primarily employed to wait on the public and shelve materials, it is difficult to find work for them during this closure. Without a formal Shelter in Place order from the Governor, we might not be able to continue to pay them, but we are committed to trying our best.
 - We have negotiated an extension of our LENA contract that will see us through June of 2021 and allow us to serve 101 more families without extra pay. We believe we may be able to continue LENA funding through the State's Early Childhood Iowa grant program and this extension will put us in sync with the State's funding cycle.
 - We are working with our web designer to make modifications to our webpage to feature a COVID-19 blog and a button to pull all web-based products and services together and simplify access for our patrons.
 - We are also going to purchase a professional tutorial service that greatly assists our patrons in navigating their way through some of products without access to a library staff person.
 - The Pop Ups remote access to e-books is not working as well as promised and we have asked for refunds. The money will be used to bulk up our e-books and e-audio books by over \$17,000 before June.
 - Our Facebook and Channel 5 broadcasting of programs has been a huge hit.

That is such a small sentence for the impact it has had on families and even older adults. Lots of very positive comments.

- Every day, more people are coming to our parking lot to use the Wi-Fi. I predict even more as money crunches will force people to give up luxuries like internet. We have ordered equipment to make sure the entire parking lot gets super coverage (not very expensive). The building blocks coverage in some areas.

Old Business:

1. Channel 5 - We would like to allow Channel 5 staff to utilize the storage room on the 3rd floor as storage space for equipment used in filming library programs and a place for staff to work. This agreement will allow staff to be in the building during regular staff hours or in the current situation when some staff is allowed in the building.

We will not provide insurance for equipment, phones, computers or access above what is available to the general public to the library or city network. We will allow one door key to the group. This compensation is in lieu of additional financial compensation for the extra filming and broadcasting they are providing to the Library above the initial agreement of \$500 a week for the filming of baby lapsit and preschool story time twice a week.

Olson moved to allow Channel 5 staff to utilize the storage room on the 3rd floor as a storage space for equipment used in filming library programs and a place for staff to work; seconded by Moravec; Motion passed. Vote will be formalized during next in-person meeting.

2. Olson moved to approve to extend library closure through April 30, 2020 to comply with the Governor's guidance; seconded by Moravec; Motion passed.

Next Board meeting May 20th, 2020