

## **Musser Public Library Board of Trustees**

Musser Public Library, 408 East 2nd St

March 18th, 2020, 4:30pm

### **Attendance:**

1. Present: Jane Daufeldt; Nancy Dew; Diana Gradert; Jon Moravec; Pam Collins
2. Absent: Jarod Johnson; Anthony Loconsole; Jeanett Martinez; Bret Olson
3. Guest: Robert Fiedler; Mallory Moffitt, secretary

**Call to Order:** Gradert called the meeting to order at 4:38pm

**Approval of Agenda:** Jane moved to approve the revised agenda; seconded by Nancy; motion passed

**Approval of Minutes:** Approved through email

**Ratify Bills for Payment:** Dew moved to approve the bills from February 7th and 17th and March 6th and 17th as presented; seconded by Daufeldt; Motion passed.

**Director's Report:** When there is no school there are a lot of unsupervised children/teens in the library, which would be a major health hazard to the whole community. Surrounding libraries have begun to close, including the public libraries in RiverShare. We have been talking about plans for closures, we luckily made plans early.

- Keeping the same hours to answer phones.
- RiverShare AOW has moved all materials due dates to May 18th, avoiding unnecessary blocks to patron accounts.
- Not distributing materials to Musser patrons but Bettendorf and Davenport Fairmount are allowing holds.
- Doing a lot with our Facebook and website on FAQs about what we're doing, how to get a hold of us, due dates, etc. Kimi will be doing a video on how to use our eMaterial and databases.
- Going to give out books at meal sites starting next Monday (3/22), still looking for ways to distribute adult books. Buying scholastic books, picture books through YA.
- Pop-up libraries are on hold, they are not ready to use yet. Instead we will be purchasing eBook and eAudiobooks with this money (\$22,000). The titles are available within days of purchase. 20% of purchase will be shared with RiverShare, 80% to Musser patrons only.
- Still doing home delivery but most assisted living and nursing homes have paused services. Looking into extending the program.
- Library cards will be sent through the mail, at reopen they will need to come in and confirm their account.
- Facebook programs like Baby Lapsit have been extremely popular. Talking about putting them on Channel 5, quote negotiated down from \$1500/wk to \$500/wk to do 4 live

lapsits and preschool story times and 2 Tai Chi classes (including reruns). Dew moved to approve the \$500/week expense for television programming for two months; seconded by Daufeldt; motion passed.

- Money left over in our budget. Budgeted a lot for strategic planning and conferences we weren't able to go to but the databases and material funds were all used.
- Will mail tax forms to patrons, currently recommending patrons go to Mailboxes and Pack and Ship.
- Music classes are canceled.
- Betty is talking to a science provider (former teacher) through Carver who is willing to do a once a week Skeleton Key (STEM program) online
- We will be doing inventory while closed with the inventory wand we purchased from Envisionare.
- Staff is cleaning book/dvd covers, surfaces, and shelves.
- CVB ghost tour
- Adding new books for adult programs, new displays, taking a look at how things are arranged.
- Every morning there is a management team meeting
- Fumigate the building ServePro. Looking into UltraViolet hand sanitizer, wall mount from Phelps.
- Greg Jenkins is pleased with our plans for and during closure.

### **Old Business**

1. Strategic Plan Schedule – Delay focus groups
  - a. Talked with Dan last week and had selected dates for focus groups. Can delay focus groups until the virus has calmed down but still able to pay out of the current fiscal year budget even if the planning is delayed to next fiscal year. Daufeldt moved to defer strategic until next fiscal year but pay out of this year's budget; seconded by Dew; motion passed.

### **New Business**

1. Formalizing Library Closure - State Library issued guidance regarding the Coronavirus
  - a. Tentative date of reopen on April 13, 2020 based on the Muscatine Community School District and the Art Center. Will continue to reevaluate. School is following the recommendations from the governor. Libraries normally do not close as they serve as an information resource. Daufeldt moved to tentatively reopen the library on April 13; seconded by Moravec; motion passed.

**Adjourn:** Meeting adjourned at 5:34pm

Next Board Meeting April 15th, 2020 at 4:30pm