

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
March 26, 2020**

The Ames Public Library (APL) Board of Trustees met in an electronic session on Thursday, March 26, 2020, via Zoom, with Barchman, Butler, Glatz, Looft, Marshall, Myers, and Raman in attendance. Kluesner was excused. Briese resigned. Assistant City Manager Schildroth, Director Schofer, and incoming Board Member Thorbs-Weber were also in attendance.

Call to Order: Vice-President Barchman called the meeting to order at 7:00 p.m. and took attendance via roll call. She thanked everyone for attending via Zoom, and welcomed Thorbs-Weber as an incoming Board member.

Consent Agenda:

Moved by Glatz, seconded by Butler, to approve the consent agenda items as follows:

1. Resolution approving donation:
 - A. In memory of Carol Greiner from Cindi Jorgenson..... \$25.00
 - B. In memory of Richard Lind from:
 - (1) Judy Albritton..... \$20.00
 - (2) Clifford Barber \$20.00
 - (3) Lynne Carey and Navid Emami..... \$50.00
 - (4) Beth and Carrell Christianson..... \$20.00
 - (5) Galen Drennan \$25.00
2. Motion approving minutes of the regular meeting February 20, 2020
3. Motion approving payment of claims 2/1/20 – 2/29/20

Vote on Motion: 7-0. Approved unanimously. Resolution No. 2020-L006 adopted.

Public Forum: None

Activity Reports:

Assistant City Manager Schildroth gave a brief report to the Board.

- The City Human Resource Department worked fast and furious to get a COVID-19 Leave Policy drafted and prepared for approval by City Council by Tuesday. Aligns with Families First Response Act, passed by the President. The Council approved up to 80 hours of paid leave for COVID-19 Leave.
 - Employees may use the leave to:
 - Care for them, if they have the illness or are required to be quarantined by recommendation of a healthcare provider or a State, County, or Federal Health Entity.
 - Care for someone who is ill.
 - Care for a child due to school and daycare closures related to the virus.

- The regular FMLA, Comp Time, Vacation Leave, and Sick Leave can also be used beyond the 80 hours.
- The Council also approved a Work at Home Policy. The Library is using this policy. People are able to work from if their position allows it.
- The City has opened an EOC (Emergency Operation Center). They meet every week to discuss and continue to plan for handling of the COVID-19 situation. This group also meets with community partners such as Iowa State University, Ames Community School District, Mary Greeley Medical Center, and the Story County Health Department.

Administrative Staff Report: Schofer gave a report to the Board.

- Schofer shared a review of the steps the library took in response to COVID-19:
 - We initially amped up cleaning efforts throughout the building.
 - We removed soft toys at the start of the virus, and then removed all toys from the youth area.
 - We cancelled large programs such as the Author Café and the volunteer luncheon, and then extended this to include all programs and meeting room usage.
 - We closed the library to the public on March 17, 2020.
- Schofer had a meeting with staff on the first day of closure to provide guidance and reassurance to staff, and to answer questions.
- Some staff are working in the building weekdays from 8:30 am – 5:00 p.m. About a third of the staff are working from home.
- Staff prioritized working on back of the house items such as extending due dates, implementing automatic renewals, waving late fees, and issuing library cards online so patrons can access all the online resources immediately.
- Staff connected with vendors to keep things as open as possible. Some vendors expanded the number of items allowed to be checked out or have added free content.
- Staff have worked on messaging which is a big component. We are providing access and information to citizen including a banner on the top of our website with COVID-19 information, and created a frequently asked questions section for customers.
- PageOne went out highlighting ways to still connect with the library.
- Messaging went out to educators giving them live links to our resources for them to share with students.
- Staff have been providing virtual content through story times on Facebook, book recommendations on YouTube Librarians, and continuing to answer web reference questions, some radio time, and other such items.
- Schofer will continue to monitor the number of staff working remotely. She is trying to accommodate staff needs while maintaining balance in the building. Staff working from home have to be able to have meaningful, relevant work to do, including some projects off of a project list the managers created. The staff working in the building needs to be comprised of a couple staff from the PIC (Person in Charge) Team that are trained to do the opening and closing

procedures for the building. Managers are discussing training additional people if needed.

- The current plan is to reopen the library on May 16, 2020. Schofer will be coordinating with the City and Board.
- Marshall asked if circ stats were available for the increase in online access. Schofer will be working on those to send to the Board.
- Barchman asked how many PIC's were trained and if any more were being trained right now. Schofer said there are about a dozen with 4-5 possible staff that could be trained.
- Schofer and the managers have been working on a contingency plan and employee phone tree.
- Glatz asked about the number of library employees that are involuntarily not working or getting paid. Schofer reassured Glatz that almost all employees are still working either remotely or in person and still getting paid. There may be one or two part-time employees that have decided they did not want to work during this time, but everyone wanting to continue working is being accommodated.
- Raman stated that is great to have second in command list. He asked about other libraries doing a curbside pickup. Schofer stated that initially there were a few libraries doing so, but that she feels it defeats the spirit of social distancing, and those libraries were doing so with the initial shut-down, not as a long-term practice.
- Raman asked if the employees are spread out enough to avoid being the possibility of employee to employee spread. Schofer has given the employees the option to spread out throughout the library, they are still cleaning more frequently, employees are spread out in the lunchroom, and holding meetings in the auditorium instead of the smaller meeting rooms. She will encourage the staff to spread out more.
- Barchman asked if we will continue to do the online programming once the library reopens. Schofer stated that a lot of the online programming has been stuff we have wanted to develop anyway. The virus has just pushed us in to doing it quicker. We may not continue doing all of the things, but we will definitely continue some of the things.

APLFF Report: Schofer gave a report to the Board.

- The Author Café was just cancelled so they discussed that program.
- The spring fundraiser mailing is usually goes out mid-April. They discussed if this was the appropriate time to be sending out a mailing. They may postpone the mailing.
- The nominating committee is working on finding a couple more people.

New Business:

Recognition of Resigned Trustee.

Barchman thanked Briese for his service on the Board and all of his work on the Finance Committee. The Board wished Briese luck on his new journey; he will be missed.


Trustee Comments:

- Butler is glad Thorbs-Weber is joining the Board and welcomed her.
- Raman thanked Schofer and the staff for working through this historic time. He appreciates what everyone is doing to keep the organization sound through some bumpy waters.
- Looff thanked Schofer for her leadership, for putting staff and people first, and the communication with the Board. Looff also added a welcoming hi to Thorbs-Weber.
- Glatz thank you for all the communications and efforts that have gone out to the Board and to the public. He looks forward to meeting Thorbs-Weber in person one day.
- Myers shares the sentiments of the others. Thank you Schofer for the leadership and putting the employees first. She thinks it will only help for the employees to know their supervisors and Board want them to be safe and healthy. Also, welcome to Thorbs-Weber. She hopes to see everyone soon.
- Schofer did ask if she could share with the employees the Board's support for staff during this time. She did also share that the staff have been reaching out to our regular volunteers and that has been well received.
- Barchman thanked everyone for this new experience. She thinks it was really relevant that we just reviewed the policy including electronic meetings.

Adjournment:

**Moved by Glatz, seconded by Butler, to adjourn at 7:41 pm.
Vote on Motion: 7-0. Motion approved unanimously.**

The next regular meeting will be on Thursday, April 16, 2020, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue or via Zoom.



Melissa Johannes, Library Secretary



Sandra Looff, Board Secretary