

Elkader Public Library Board of Trustees
Regular Board Meeting – Tuesday, August 11, 2020

1. Call to Order – Chairman Frank Phippen called the meeting to order. Board members present were: Jennifer Wilwert, Bob Griffith, John Gnagy, Susanne Hankey, Jade Beck and Jennifer Garms. Also in attendance was Library Director Lisa Pope.
2. Approval of the Agenda – Wilwert moved to approve the agenda. Hankey seconded. Motion carried.
3. Minutes from Last Month’s Meeting – Griffith moved to approve the July minutes. Gnagy seconded. Motion carried.
4. Financial Report – Reviewed.
5. Payment of Bills – Garms moved to approve the payment of bills including the State Library of Iowa Bridges platform fee. Hankey seconded. Motion carried.
6. Director’s Report – Reviewed.
7. Unfinished Business
 - a. Foundation Mission Statement – No report.
 - b. Reopening/Pandemic Plan – The Board discussed bathroom availability outside library hours and phases of pandemic plan. Wilwert moved to open one bathroom for 24-hour usage. Garms seconded. Motion carried. Gnagy moved to continue to operate the library business in Phase 2 of the pandemic plan. Phippen seconded. Motion carried.
 - c. Fall: Student Attendance in Library – The Board discussed the possible changes to allow for students to come in after school hours. It was advised that the library will stay in Phase 2 and that parents should make plans to accommodate this change from prior usage when school is in session. Students are allowed to make appointments the same as other patrons.
8. New Business
 - a. Review Equipment Use Policy – The first sentence of the third section will read “The copier will be available for patron use, with staff assistance, when not being used for ~~normal~~ library business, during ~~normal~~ library hours.” The first sentence of section four will read “Laminating service will be provided during ~~normal~~ library hours.” The first sentence of the sixth section reading “There will be no charge for scanning, just applicable cost if documents are printed.” will be replaced with “There will be no charge for scanning 10 or fewer pages; for anything in excess of 10 pages, a fee will be assessed.” The cost for printing is laid out in section three. Beck moved to approve the Equipment Use Policy as revised. Gnagy seconded. Motion carried.
 - b. Trustee Training: Open Access – Reviewed the State Library of Iowa Open Access program.
9. Friends of Library Report – None.
10. Public Comments – None.
11. Adjournment – The president declared the meeting adjourned at 5:50 PM.

Respectfully submitted,
Jennifer Garms, Secretary