

**MINUTES of the DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES**

March 25, 2020, 5:15 p.m

**Electronic Meeting**

made available via Zoom from the online City Agenda Center

<https://us04web.zoom.us/j/826201150>

**allowed as per Governor Reynold's State Public Health Emergency Declaration, March 20, 2020  
due to potential for spread of COVID-19**

**ROLL CALL:**    \_X\_Elfenbein    \_X\_Hardin    \_Hammond    \_X\_McFee  
                  \_X\_Pagliai    \_X\_Rudolph    \_Swick    Others present: \_X\_Kennett

President Pagliai called the meeting to order at 5:16 p.m.

**APPROVAL OF AGENDA:** Elfenbein moved and Rudolph seconded approval of the agenda, noting the need to meet electronically due to COVID-19 social distancing practices.

Roll call vote: \_Aye\_Elfenbein    \_Aye\_Hardin    \_Aye\_McFee    \_Aye\_Pagliai    \_Aye\_Rudolph

**APPROVAL OF MINUTES:** Rudolph moved and Elfenbein seconded approval of the February 26, 2020 Regular Board Meeting minutes.

Roll call vote: \_Aye\_Elfenbein    \_Aye\_Hardin    \_Aye\_McFee    \_Abstain\_Pagliai    \_Aye\_Rudolph

**COMMUNICATIONS:**

1. Endowment report for February was received from the Greater Poweshiek Community Foundation. Fund balance, as of 2/29/2020, is \$121,590.55.

**REPORT OF DIRECTOR:**

1. Statistical reports were not available at this time.

2. Kennett reported on the library's service response due to Coronavirus (COVID-19) conditions

3/13/20 All non-essential meetings to be held at DCL were cancelled from 3/13/20 through April

3/16/20 G-N Schools announced school closures. DCL restricted public access to the lobby with signage regarding COVID-19 social distancing and public health hygiene guidelines. A one-person internet station was provided in the book store with disinfecting occurring after each use. One online catalog station was accessible in lobby with tables for library users to fill out book request forms. Hand washing available and hand sanitizer available for use by the public. Online methods were created to facilitate material requests. Staff instituted social distancing protocols amongst staff members.

3/17/20 DCL reduced hours for public services to "Summer Hours". Protocols for social distancing amongst staff members continued to be improved on a daily basis as staff became familiarized.

3/18/20 DCL further limited public access to the library facility by providing only curbside pickup of physical materials. Library staff took out materials to vehicles parked at north library entrance. Public internet station discontinued. Moved wireless access points closer to the building's exterior to strengthen outdoor signal for improved wireless connectivity for the public.

3/25/20 DCL further reduced hours for public services to 10 am – 5 pm, Monday – Friday.  
Kennett is working with City Administration to ensure policies and applicable laws are adhered to.

**COMMITTEE REPORTS:**

*Building & Grounds – none*

*Finance, Salary, & Personnel - none*

*Long Range Planning – none*

*Policy – none*

**TRUSTEE REPORTS:** *None.*

**FINANCIAL REPORT AND APPROVAL OF BILLS:** Reports unavailable.

**OLD BUSINESS:** *None.*

**NEW BUSINESS:**

1. McFee moved and Hardin seconded the waiver of current balances on library cardholder accounts and halting future accumulation of overdue charges on cardholder accounts until the Library resumes normal operations.  
Roll call vote: *\_Aye\_Elfenbein \_Aye\_\_Hardin \_Aye\_McFee \_Aye\_Pagliai \_Aye\_\_Rudolph*
2. Hardin moved and McFee seconded approval for a temporary closure of DCL as Library Director and City Manager deem necessary.  
Roll call vote: *\_Aye\_Elfenbein \_Aye\_\_Hardin \_Aye\_McFee \_Aye\_Pagliai \_Aye\_\_Rudolph*

**TRUSTEE CONTINUING EDUCATION:** *None.*

Elfenbein moved and Hardin seconded adjournment.

Meeting adjourned at 5:35 p.m.

Next meeting: April 22, 2020 at 5:15 p.m.

Theresa Pagliai  
Library Board President

  
Marilyn Kennett, Director  
Recording Secretary