

**Elkader Public Library Board of Trustees**  
Regular Board Meeting – Tuesday, July 14, 2020 via Zoom

1. Call to Order- Chairman Frank Phippen called the meeting to order at 5:04. Board members present were: Jennifer Wilwert, Bob Griffith, Susanne Hankey, Jennifer Garms and John Gnagy. Also in attendance was Library Director Lisa Pope.
2. Approval of the Agenda- Griffith moved to approve the agenda. Hankey seconded. Motion carried.
3. Minutes from Last Month's Meeting- The Friends of the Library report should state it was reviewed. John moved to approve the corrected June minutes. Wilwert seconded. Motion carried.
4. Financial Report- Reviewed. \$1600 was not spent from the 2019-20 budget due to Covid-19 closures and the inability to receive materials from other businesses.
5. Payment of Bills- Gnagy moved to approve the payment of bills. Garms seconded. Motion carried.
6. Director's Report- Reviewed. The annual report and statistics from the fiscal year and the last five years were also reviewed.
7. Unfinished Business
  - a. Foundation Mission Statement- No report. Gnagy will touch base with Ken Zichal.
  - b. Reopening Plan- Garms moved to continue to operate the library business with the Phase 2 plan. Griffith seconded. Motion carried. The board discussed eventually adopting the phases for reopening as policy to provide guidance for future pandemic closures. The name could change from Reopening Plan to Pandemic Plan. Ed Josten, city council member, asked the board to discuss a possible city ordinance for mandatory masks in city buildings (in Elkader this includes City Hall and the Library). At this time the board does not endorse a city ordinance and feels it would be hard to enforce.
8. New Business
  - a. Restrooms: Cleaning; Locking Night/Weekends- Board agreed one bathroom should be open for public use during library business hours as long as the City will provide a person to clean it daily.
  - b. Sweet Corn Days: Close the Library- The board agreed to keep the library open on Saturday, July 25 and continue to follow the Phase 2 reopening guidelines.
  - c. Fall: Student Attendance in Library- To be discussed in the future.
  - d. Review Gifts and Memorial Policy- First paragraph will include encyclopedias to not be accepted. The fourth paragraph will delete Trust and Agency account and will read, "...City of Elkader, and may be deposited in the restricted library memorial account, or transferred to the Library Foundation...." The fifth paragraph will have one word change, "Notification of memorial or honorary contributions ~~will~~ may be sent to the family...". Hankey moved to approve the Gifts and Memorials policy with the revisions. Garms seconded. Motion carried.
  - e. Information on New Law Regarding Guns on City Property- Reviewed the new law from the State of Iowa
9. Friends of Library Report- Reviewed June's minutes. Their next meeting is scheduled for August 11. They did not have a July meeting.
10. Public Comments- None.
11. Adjournment- Garms moved to adjourn the meeting. Griffith seconded. Motion carried. The meeting adjourned at 6:15pm. Next meeting is scheduled for Tuesday, August 11 at 5:00pm.

Respectfully submitted,  
Jennifer Wilwert