

Elkader Public Library Board of Trustees
Regular Board Meeting – Tuesday, September 8, 2020 via Zoom

1. Call to Order- Chairman Frank Phippen called the meeting to order at 5:05. Board members present were: Jennifer Wilwert, Bob Griffith, Susanne Hankey, Jade Beck and John Gnagy. Also in attendance was Library Director Lisa Pope.
2. Approval of the Agenda- Wilwert moved to approve the agenda. Gnagy seconded. Motion carried.
3. Minutes from Last Month's Meeting- Griffith moved to approve the August minutes. Hankey seconded. Motion carried.
4. Financial Report- Reviewed.
5. Payment of Bills- Wilwert moved to approve the payment of bills. Hankey seconded. Motion carried.
6. Director's Report- Reviewed.
7. Unfinished Business
 - a. Reopening/Pandemic Plan- Gnagy moved to continue with Phase 2 until our next meeting. Phippen seconded. Motion carried.
 - b. Fall: Student Attendance in Library- There are have been no complaints about students needing to make appointments to use the library for 30 minutes of use. Board agreed to continue with the policy.
8. New Business
 - a. Procedures for Exposure to Infectious Disease: Pope shared the HUB Flowchart for guidance on suspected COVID-19 cases in the workplace, the CDC's guidance, and Guttenberg Public Library's policy for exposure to an infectious disease. Wilwert moved to adopt the first and last paragraph of Guttenberg's policy and the HUB flowchart as our policy/guidance for exposure to an infectious disease. Gnagy seconded.

"The library will follow guidelines set by the Center for Disease Control (CDC), the Iowa Department of Public Health (IDPH), and other national, state and local organizations when deciding to close due to an exposure of a staff member to COVID-19 or other infectious disease. The library will use the HUB flowchart (see below/attached) to determine action steps.

If a staff member does have to self-quarantine it may be decided to change the hours of operation or adjust the library's phase depending upon staffing needs. This may be needed for a two-week period or longer."

Motion carried.
 - b. Information on City's Flood Insurance: The board agreed with Jennifer's Cowser's opinion for the city to continue to pay the insurance premium.
 - c. Trustee Training: Interlibrary Loan Reimbursement- Pope reviewed the program.
9. Friends of Library Report- Reviewed August's minutes. Their next meeting is scheduled for September 9.
10. Public Comments- None.
11. Adjournment- Phippen adjourned at 5:50 pm. Next meeting is scheduled for Tuesday, October 13 at 5:00pm.

Respectfully submitted,
Jennifer Wilwert