

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MINUTES**  
**April 6, 2020**

**MEMBERS PRESENT:** Diana Ripperger, Kerry Vande Kieft, Jeff Merrill, Greg Ward, Marva McCarty, Mary Keck and Tom Graves

**STAFF PRESENT:** Katherine Manion, Susan Nass, Julie Finch, Laura Sauser, Lydia Ponder, and Jeanette Andrews

**CALL TO ORDER:** Jeff called the meeting to order at 5:30 p.m. The Library Board is meeting virtually for the first time due to the COVID-19 pandemic. Jeff read the Character Counts statement. Jeff stated that Katherine is now the acting director due to Julie Wells taking FMLA. He instructed board members to state their names when making or seconding a motion, and stated that votes would be taken by roll call.

**APPROVE AGENDA:** Greg made a motion to approve the agenda. Marva seconded the motion. All voted in favor and the motion passed to approve the agenda.

**APPROVE MINUTES:** Greg made a motion to approve the February 24, 2020 minutes. Kerry seconded the motion. All voted in favor and the motion passed.

**CITIZEN'S FORUM:** None

**APPROVE BILL LIST:** Diana made a motion to approve the bill list. Greg seconded the motion. All voted in favor and the motion passed.

**UNFINISHED BUSINESS:**

A. None

**NEW BUSINESS:**

A. **Approve Polk County 28E Agreement:** The board requested more information and agreed to move this item to the April 27 board agenda.

B. **COVID-19 – Library Response:** Following are emails between Julie Wells and the Library Board about the COVID-19 pandemic:

On March 13, from Julie Wells: I have decided to cancel library-sponsored programs for two weeks, starting tomorrow through March 30. It was a somewhat difficult decision since spring break programming was scheduled, but I think it is better to be safe than sorry. We have also removed all toys from the children's department, placed wipes at service desks for customers, and placed posters referencing prevention measures.

On March 16, from Jeff Merrill: The director has the authority to decide about closing when safety of the staff is at issue. The library staff seems to have a higher exposure rate to the public than most other city services-other than schools-and caution is appropriate. Also, with the virus having a two-day window (?) of activity on surfaces, the exchange of physical objects (books, CD's, etc.) is a risk factor. If the library is closed for some length of time, I am ok with waiving fines and extending due dates. We can confer on this if the situation warrants.

On March 16, from Julie Wells: Update—the library will close at 5:00 p.m. today until further notice. I am meeting with staff to find ways we can still serve the community during this time—online book clubs, story times, etc. We will extend due dates/library card expiration dates, suspend holds, etc.

On March 16, from Julie Wells: Just heard from the city that they are closing all park & rec activities, classes, shelter rental until April 12. A.J. had previously recommended indefinitely but has changed to April 12. So based on the City's recommendation, the library will be closed until April 12.

The City has a three level response system and is currently at Level 2. Katherine and the department heads have created a rotating schedule for full-time and part-time benefitted employees that has them working one day at the library and two days off. The Services department is providing curbside pickup for holds. Items are disinfected and placed in a bag with a disclaimer approved by the city. Staff are wearing gloves and placing holds outside for patrons to pick up at the drive through book drop area. The library is not open on weekends but are answering phone calls Monday through Friday from 9:00 a.m. to 5:00 p.m. All fines are suspended during this time of closure and due dates are extended. The staff is working on online programming which will include story times and book discussions. The Community department is discussing possible 'make and take crafts' and online programs for patrons of all ages. Digital library cards have been made available to patrons. Katherine reported that several of her book vendors/distributors have discontinued delivering due to being a nonessential service. Jeff would like to see what the long-term plan is for operating the library in the event of an extended closure.

**DIRECTOR'S REPORT:** Katherine shared some photos of the library during the closure. Staff have been participating in the Community Bear Hunt by posting pictures of bears in our windows. She showed the cleaning station for outgoing holds and a mask making station. The staff has a fun message board in the staff lounge with many funny memes that are being shared through social media. All in the attempt of some light hearted humor in stressful times!

Greg moved and Mary seconded a motion to adjourn. The meeting adjourned at 6:22 p.m.  
Respectfully submitted,

Jeff Merrill  
President

Attest: Susan Nass