The meeting was called to order by Library Director Marion Gaughan. Roll call was taken by Administrative Assistant Julie Dunne-McKee with Trustees Michael Collins, Donna Crookham, Sharon Hammes, Julie Hansen, Merle Mann, Diana Pearson, and Lindsey Thomas present at the meeting.

Minutes: Gaughan called for a motion to approve the minutes from the June Library Board meeting and the amended minutes from the May Library Board meeting. Motion was made by Crookham, seconded by Pearson, to approve the minutes from the June 22, 2020, Library Board meeting, with the addition to the June minutes in the New Business - Regular Agenda, Re-Opening Plans, that the Board has the option to implement a mask mandate if it so chooses, and the amended May minutes. Motion passed.

Board Correspondence, Public Input, and Friends’ Report: The Friends are sponsoring the Adventure Pass program which allows an adult with a library card in good standing to reserve tickets for two adults and two children to attend each location once per year. The included locations for this year are the Blank Park Zoo, the Greater Des Moines Botanical Garden, and the Science Center of Iowa. The Botanical Garden is new to us this year.

Director’s Report: Marion told the board:

- The Library has achieved Tier Level 3 accreditation from the State Library of Iowa in the three-year accreditation cycle, the highest level possible, and was recognized at the July 6, 2020, City Council Meeting.
- The Summer Reading Program was conducted virtually this year due to the pandemic. All programs were virtual and posted to the Library’s social media. There were 256 people registered for the program, with 616 reading logs turned in. Children read for 1,350 hours and Teens and Adults read for 1,465 hours and read 255 books.
- For Curbside Pickup, as of Wednesday, July 22, 2020, staff has pulled 2,573 items for patrons, has made 644 phone calls, and had 634 pickups. Scheduled Computer Use since June 1, 2020, has had 123 patrons using the service. Book Browsing has had 143 patrons use the service since July 6, 2020. All three services are being well used and the staff is performing well with the scheduling required.
- The HVAC system controls need replaced but because it is not on this FY CIPs this will be added to FY 2021/2022 CIPs. There are two quotes from Trane, one for replacing the HVAC controls and one for replacing the boards for the HVAC units.
- She will be taking a day of vacation on August 5th, 2020.

Committee Reports:
Staff Committee – Merle Mann, chair: None.
Budget & Finance Committee – Chris Harbour, chair: None.
Policy & Planning Committee – Donna Crookham, chair: None.
Technology Committee – Merle Mann, chair: None.
Building & Grounds – Chris Harbour, chair: Met via email. One item, the Trane quote, as noted in the Director’s Report. A second item will be in New Business.
Fundraising Committee – Diana Pearson, chair: None.

Unfinished Business: None.
New Business – Consent Agenda:
All items appearing on the Consent Agenda are considered routine by the Library Board and shall be enacted by one motion. If discussion is desired, that item shall be removed, discussed separately and approved by a separate motion by the Library Board.

a. **Approval of MidAmerican Invoices**: Invoices are for the monthly utilities. The total for June is $2,285.67, to be paid from the General Fund, line 6371. This invoice arrived after the June Library Board meeting. The total for July is $2,604.46, to be paid from the General Fund, line 6371. The sum of both invoices is $4,890.13.

Motion was made by Hammes, seconded by Pearson, to approve the Consent Agenda. Motion passed.

New Business – Regular Agenda:

a. **Discussion and Approval of Maintaining Phase II Re-Opening Plan**: The Library Director requests Library continues operating with temporary open hours from 10:00 a.m. to 6:00 p.m. Monday through Friday indefinitely. The Library will continue offering Curbside Pickup, Book Browsing, and Scheduled Computer Use by appointment until such time that the coronavirus infection rate and number of COVID-19 cases is low for a sustained period of time. If there is a surge in cases or a confirmed case among the staff, we could have to close again and limit public access to the building. This situation is fluid and this plan is flexible, and the Library Director has the authority to change the plan as needed for the safety of the patrons and staff, including reverting back to curbside service only.

Motion was made by Pearson to approve maintaining the Re-Opening Plan Phase II, seconded by Crookham. Motion passed.

b. **Approval of Breman and Sons Quote**: The quote is for the removal of two dead or dying trees including stump removal, one on the north side of the building and one in the parking lot. Total quote is $1,252.00 to be paid from line 6320.

Motion was made by Mann, seconded by Crookham. Motion passed.

**Approval of Claims**: Motion was made by Crookham, seconded by Mann, to approve payment of the July claims. Motion passed.

**Vice President’s Remarks**: Hansen thanked the Library staff and Library Board for their hard work and is proud of the Library’s Tier 3 Accreditation achievement.

**Adjournment**: Motion was made by Pearson, seconded by Hammes, to adjourn. Motion passed.

The next regular meeting will be on Monday, August 24, 2020, at 4:00 p.m., via a Zoom Virtual Meeting.

Respectfully submitted,
Julie Dunne-McKee
For the Board