

The meeting of the Guttenberg Public Library Board was called to order on Monday, August 10th, 2020 at 6:55 PM by library board president Jim Schlueter. Trustee members attending the meeting were Howard Hubbell, Dana Mast, Jan Hansel, Beth Mescher, and Librarian Katie Beitzel. Minutes from the July 27th, 2020 were read and approved with no correction. Hubbell made the motion and Hansel second the motion. The motion was carried.

Old / Unfinished Business:

Library Associate Position – Katie completed the interviews for the library. One person that Katie interviewed stood out. Leanne Lenhart from Elgin. She has worked in a library setting for 3 years at the University of Iowa. Katie stated she asked questions about the job that she was not expecting someone to ask at the interview about; programs and other interest in the library. Leanne was only asking about \$7.00 per hour. Katie asked Leanne if she would be interested in the cleaning position as well and she said she would do that too. Katie was thinking for both jobs together her starting wages could be \$9.50 - \$10.00 per hours, with 28 hours a week, to work. Board talked agreed for Leanne to start out @ \$9.50 per hour and then after 90 days, bump up to \$10.00 per hour with 28 hours a week. Mescher made the motion, to hire Leanne Lenhart at \$9.50 per hour, for 90 days then bump her up to \$10.00 and for both positions open at the library. Hubbell second the motion. The motion was carried.

Library Cleaning Position – Leanne Lenhart from Elgin, will take both position as Library Associate and Library Cleaning.

New Business:

Emergency Closure Policy Updated – Katie came up with this to add to the policy for the library:
Exposure to an Infectious Disease

The library will follow guidelines set by the Center for Disease Control (CDC), the Iowa Department of Public Healthy (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.

Less than Seven Days Since Employee Was in the Building

- *If a staff member is suspected or confirmed to have COVID-19 and it has been less than 7 days since the sick employee has been in the facility, the library will close off any areas used for a prolonged period of time by the sick person.*
 - *The library will wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. This may mean shutting down the library for 24-48 hours in order to handle the cleaning procedures. The decision to shut down the library will be made by the library board president or if the board president is out of reach another member of the board and the library director.*
 - *If possible, during this waiting period, the library will open outside doors to increase circulation in these areas.*
- *In order to clean the work area, the area will be cleaned first with soap and water. Then disinfecting products will be used on the clean surfaces. For those cleaning, PPE (such as gloves and masks) will be worn.*

More Than Seven Days Since Employee Was in the Building

- *If it has been more than 7 days since the sick employee used the facility, additional cleaning and disinfecting is not necessary. The library will continue the routine cleaning and disinfecting procedures.*

The Guttenberg Public Library will follow the guidelines set by the CDC, IDPH and others in regards to exposure and quarantine. An exposure is considered an individual who has had close contact six feet or less for more than 15 minutes with a person who has had COVID-19 symptoms or a person who has tested positive for COVID-19. The exposed staff member will stay home until 14 days after last exposure if no symptoms appear. They should self-monitor their symptoms and avoid contact with people at higher risk for serve illness.

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 the two week period.

Mast made the motion to Emergency Closure Policy additions of: Exposure to an Infectious Disease, Less than Seven Days Since Employee Was in the Building, and More Than Seven Days Since Employee Was in the Building. Hansel second the motion. Motion was carried.

Katie did find and receive Library Response to Covid-19 Risk Conditions. It is a rating scale that is color coded to match the globalepidemics.org website. The rating scale uses the website to judge when libraries should open or close building access, host library programs and services and safety protocols. Katie stated she will use this for the library, during the current Covid-19 conditions.

Vacation Days Approval for Director – Katie is requesting 2 vacation days on 9/25/2020 and 9/28/2020. Hubbell made the motion to approve Katie's vacation request. Mast second the motion. Motion carried.

Director Evaluation – Everyone filled out their evaluation forms about Katie the Director of the Library. Everyone has good feedback on Katie. Katie does a good job running the library, above everyone's expectations, no one hears nothing but good things about Katie, the library feels more like a little community now. Katie sounds like she does have a hard time talking with city members and them doing their part on things for the library. Jim stated to Katie if is having issues with the city members he will go with her or talk for her with city members.

Foundation Report – No new meeting and no new changes since last month. Everything is put on hold with the Covid-19 right now.

Approve Bills - Initialed and approved by all board members; Jim, Howard, Dana, Jan, and Beth.

Next Meeting - Monday, September 28th, 2020 at 7:00 PM.

Meeting Adjourned – Hubbell made the motion to adjourn the meeting and Mast second the motion. Motion was carried at 7:40 PM.

Respectfully submitted by: Dana Mast on 8/10/2020