

The Milford Library Board met in regular session on Wednesday, June 2, 2021, at 5:30 p.m. Those in attendance were Board Members Rick Kilts, Elaine Franklin, Denny Dotson, Deb Johnson, Joann Gano, Jeff Cookinham, Shelly Berning, and Director Gillian Anderson. No members were absent.

The meeting was called to order by Rick.

**Public Comments:** None

**Minutes:** Jeff moved to approve last month's minutes as presented. Deb seconded, and Board approved.

**Bills:** After reviewing the bills, Deb moved to pay the bills, Elaine seconded, Board approved.

**Policy Review:** Display and Exhibit policy was reviewed, no changes were made, policy marked as reviewed.

**Board Education:** The board read and reviewed Chapter 1 of the Iowa Library Trustee Handbook.

**Director's Report:** Circulation and monthly program reports were shared

**Last month's events:**

- Book Bundles – May 3 – 28 – 4 participated
- Grab and Go Bags and Books – Caterpillars – May 3 – 14 – 73 taken
- YA Subscription Box – Talk with the Animals – May 11 – 27 – 18 taken
- Grab and Go Bags and Books – Rainbows – May 17 – 28 – 79 taken
- Adult Craft Series – DIY Wood Wick Flower Candle – May 19 – 36 taken
- Paint Night – May 25 – 13 taken

**Upcoming events:**

- SRP Program Kick Off Celebration – 6:00 p.m. – June 10 – Florence Park
- Building Bookworms & Grab and Go Bags – Pearson Lakes Art Center – 10:00 a.m. – June 11
- Facebook Fun – Reading Colors Your House – June 15
- YA Subscription Box – Life's a Crayon Box – June 15 - 25
- Sidewalk Shenanigans – Mosaic Ice Cream Cone – 10:00 a.m. – June 16
- Adult Craft Series – Sea Glass Sailboat – June 16
- SRP Performer – Jason Kollum – 10:00 a.m. – June 17 – Florence Park
- Building Bookworms & Grab and Go Bags – Red – 10:00 a.m. – June 18
- Facebook Fun – Reading Colors Your Food – June 22
- Paint Night at the Library – 7:00 p.m. – June 22 – Arnolds Park Library
- Sidewalk Shenanigans – Color Scavenger Hunt – 10:00 a.m. – June 23
- Pockets Full of Fun – 10:00 a.m. – June 24 – Florence Park

- Building Bookworms & Grab and Go Bags – 10:00 a.m. – June 25
- Facebook Fun – Reading Colors Yourself - June 29
- YA Subscription Box – Nature’s Smile – June 29 – July 9
- Sidewalk Shenanigans – Outside Games – 10:00 a.m. – June 30
- SRP Performer – Mr. Stinky Feet – 10:00 a.m. – July 1 – Florence Park

**Discussion of upcoming topics:**

- Phased Reopening Plan: Currently we are in Phase 2. There was discussion about if hours need to be adjusted for the summer or if the current hours were sufficient to serve the patrons. It was decided that walk-in hours would be adjusted to 9:30-5:00 on Monday, Tuesday, Thursday, and Friday. Wednesday hours from 9:30-6:30, and remain closed on Saturdays. Drive-up are the same as Walk-in hours. These hours begin on June 7, 2021. Within this discussion it was also decided to move to Phase 3 of the reopening plan.

Phase 3

- Library open to the public with extra precautions still in place
  - o Signs will be posted about handwashing.
  - o Plexiglass installed on front desk.
  - o Computers safely distanced.
  - o Chairs placed at a safe distance.
  - o Some seating will be removed to make sure patrons stay a safe distance from each other.
  - o Hand sanitizer will be available at the front entrance.
  - o Masks are optional.
  - o Patrons will need to use the book drops to return books.
  - o Signs up so patrons cannot walk behind desk.
  - o No toys available.
- All library services are available with social distancing practices in place.
- Open to the general public from 9:30 a.m. - 4 p.m. Monday – Friday and Wednesday from 9:30 a.m. – 6:30 p.m.
- The drive-up window will be open Monday – Friday 9:30 a.m. – 5 p.m. and Wednesday from 9:30 a.m. – 6:30 p.m.

- Closed on Saturday
  - Computer time will be limited to 1 hour. Changes may be made at the discretion of the library staff.
  - In person programming will resume.
  - No limit on how long patrons can be in the library.
  - Public restroom open.
  - Conference room will not be available to public.
- Transaction drawer: the mechanic from the company came to work on the drawer and he is recommending that the company replace the drawer with the automatic drawer at no charge. Gillian is still waiting to hear back from the company.
- WIFI hotspots update: The Friends of the area libraries have purchased 12 hotspots to be split between the 3 libraries. The policies are ready to go and we are just waiting for the official grant money to arrive before moving forward with purchasing.
- Light box: The ISU Extension has contacted the library about housing a light box for community usage. There was a discussion about if this is something that needs to be added to the collection policy as a new item and what the checkout limit would be. It was decided to add it to the collection with a barcode with a 7-day checkout limit.
- Other items of note: Gillian asked the board if we wanted any changes made to how the bills are submitted for review and if anything needed to be itemized further. The board is happy with how she is submitting currently, and no changes are necessary.

Denny moved to adjourn; Jeff seconded.

Shelly Berning

Secretary