



**Dubuque County Library District  
Board Minutes  
June 16, 2020  
Zoom Meeting**

This meeting was held via Zoom, only open to the public electronically due to the State Public Health Emergency Declaration regarding Covid-19 and will be conducted pursuant to Iowa Code 21.8 and the Proclamation of Governor Kim Reynolds dated March 19, 2020.

Present by Phone/Zoom: Bechen, Joyce, Braig, Kleeman, Lenger, Muir, O'Neill, Doll, Smith.

Absent: none

Guest: none

Meeting called to order at 5:30 PM by Chair, Bechen.

**Approval of Agenda:** motion to approve by Muir, second by Kleeman. Roll call vote:

Ayes: O'Neill, Joyce, Kleeman, Braig, Lenger, Smith, Muir, Doll, Bechen. All aye. Motion carried.

**Correspondence:** None

**Public Comment:** None

**Minutes** of May 19, 2020 meeting. Motion to approve by O'Neill, second by Muir. Roll call vote: Ayes: O'Neill, Joyce, Kleeman, Braig, Lenger, Smith, Muir, Doll, Bechen. All aye. Motion carried.

**Financial Report:**

**Accounts Payable:** Wright noted office supplies line is high due to Covid-19-related purchases of face masks, sanitizer, and cleaning supplies. Materials line reflects EBSCO renewal, popular season for publications, and purchases of Overdrive content credits. Printing and binding expenditure is for the printing of the Farley survey. IT Service and Repair expense is for the purchase of a block of service hours from Managed Solutions. Programming expenditures are high due to Summer Reading

program. Unlike other years, no performers are scheduled, but more supplies are required for virtual programs. Two laptops were purchased for staff who cannot social distance in their office space. Motion to approve by Joyce, seconded by Muir. Roll call vote: Ayes: O'Neill, Joyce, Kleeman, Braig, Lenger, Smith, Muir, Doll, Bechen. All aye. Motion carried.

**Account Balance:** Wright shared that a small amount of income was received in May. Agency funds received were higher than budgeted because it is based on actual usage. Personnel is high due to a third payroll in the month of May. Insurance line is below budget because the budget is set before premiums are determined. Office supplies are over due to RFID purchase early in the year and Covid cleaning supplies mentioned earlier. Books is overspent due to e-book purchases to meet patron demands. Internet service is over due to hotspots, but the difference was funded by the McDonough Foundation grant. IT maintenance and repair is over because of service hours purchase. Computer hardware is over as additional replacements were required beyond expected. Wright estimates that at the end of the fiscal year, the library will be \$40,000 under budget. Motion to approve by Joyce, second by Braig. Roll call vote: Ayes: O'Neill, Joyce, Kleeman, Braig, Lenger, Smith, Muir, Doll, Bechen. All aye. Motion carried.

**Director's Report:** Joyce offered congratulations for the library's reaccreditation with the State Library of Iowa at Tier 3. Wright shared that we still have not heard from the McDonough Foundation in response to our grant application; a response is expected in July. If awarded, the StoryWalk™ will be located at the Swiss Valley Nature Center. This year, the library will need to create a new strategic plan. More information will be presented at the July meeting.

**Unfinished Business:**

**Farley Branch Survey:** Some responses have been received by web and mail. Deadline for return is June 30<sup>th</sup>.

**New Business:**

**2021 Officer Selection:** Nominating Committee, O'Neill and Kleeman, put forward slate of officers: Joyce for Chair, Bechen for Vice-Chair. Motion to approve by O'Neill, second by Lenger. Roll call vote: Ayes: O'Neill, Joyce, Kleeman, Braig, Lenger, Muir, Smith, Doll, Bechen. All aye. Motion carried.

**2021 Meeting Schedule/Location:** Trustees discussed date and time of meeting, as well as options for meeting spaces which would allow for social distancing. Meetings will continue to be held on the third Tuesday of the month at 5:30 pm and to continue meeting by Zoom for the foreseeable future. The schedule will note Asbury as the location, and meetings may be held at the Asbury branch with appropriate social distancing measures.

O'Neill offered, on behalf of the board, thanks to Bechen for his leadership as Chair of the Board of Trustees in the past year.

Motion to adjourn by Muir, second by Braig. Roll call vote: Ayes: Joyce, Braig, Smith, Kleeman, Lenger, Muir, O'Neill, Bechen. All aye. Motion carried.

Next meeting set for Tuesday, July 21, 2020, 5:30 p.m., via Zoom meeting.

Minutes recorded by Amanda Vazquez.