



Geneva Public Library

Founded 1912

Board of Trustees Meeting Agenda Tuesday, March 31, 2020

In accordance with the Geneva Public Library By-Laws (Article III, Section 2) the order of business for regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown so far as circumstances will permit:

1. Roll call of members.
2. Disposition of minutes of previous regular meeting and any intervening special meeting.
 - a. February 25, 2020 meeting minutes.
3. Financial report and action on bills.
 - a. March 2020 revenue and expense report
4. Librarian's report.
 - a. Circulation and holdings report
 - b. COVID-19 procedures to date
5. Other reports.
6. Communications/updates.
7. Building maintenance and repair.
8. Staff.
9. Materials, equipment, and supplies.
10. Library programs, service, and meetings.
11. Library policy/budget.
12. Long-range planning.
13. Unfinished business; new business; or public presentation to, or discussion with, the Board.
14. Adjournment.

**MEETING
CANCELLED
DUE TO COVID
CONCERNS**

Geneva Public Library
Library Board Meeting
Tuesday, February 25, 2020

The Geneva Public Library Board met in open session at 5:30 p.m. abiding by the Nebraska Open Meeting Laws, with Deb Novak— president, presiding. Other members in attendance were Trustees Debbie Bullock, Sally Miller, Apryl Schwarz, and Brandon Thompson; and Sarah Johnson, Library Director. No one was absent.

The minutes of the January Board Meeting had been emailed to members, and were also displayed for review. Sally M. made a motion to accept, seconded by Apryl S., and the minutes were approved with the following voting “aye”: Deb, Sally, Apryl, Brandon, and Debbie. No negative votes or abstentions.

The February bills were reviewed. After brief discussion, Sally M. made a motion to pay the bills, Apryl S. seconded the motion, and the bills were approved with the following voting “aye”: Deb, Sally, Apryl, Brandon, and Debbie. No negative votes or abstentions.

Sarah presented the Librarian’s Report. See attached. Special mention was made of two upcoming programs: Nebraska author, Tosca Lee, who will be at the library on May 28 and will be co-sponsored by the Geneva Women’s Club; and Helen Waring Johnson, who will present a program about Weldon Kees (Beatrice native and songwriter) on June 11.

Sarah announced that the newspaper database is now fully operational.

Attorney Paul Bixby drew up three resolutions for the Board to facilitate the transfer of the Board’s assets. The first resolution was to waive the ten-day period required to change the By-laws. Sally M. made a motion, and Brandon T. seconded it with the following voting “aye”: Deb N., Sally M., Apryl S., Brandon T., and Debbie B. No negative votes or abstentions.

Next, the Board voted to amend Article VI, Section 4 of the By-Laws. Apryl S. made a motion, Sally M. seconded the motion, and the following voted “aye”: Deb N., Sally M., Apryl S., Brandon T., and Debbie B. There were no negative votes or abstentions.

In the third resolution, the Board voted to transfer outright all of the Board’s remaining assets to the Geneva Public Library Foundation. A motion was made by Brandon T., seconded by Apryl S., and the following voted “aye”: Deb N., Sally M., Apryl S., Brandon T., and Debbie B. There were no negative votes or abstentions.

The Board reviewed the four bids for the roof and gutter project with the Board making their recommendation to the City.

Sarah reviewed the Holdings and Circulation Report (see attached).

Sarah displayed and explained the City's Revenues and Expenses Report for the library.

The Board voted to adjourn the meeting at 6:45 p.m. after a motion by Sally M. and seconded by Apryl S., the following voting "aye": Deb, Debbie, Apryl, Brandon, and Sally. There were no negative votes or abstentions.

The next meeting will be March 24, 2020, a week earlier than usual due to scheduling conflicts for Sarah.

Respectfully submitted,
Debbie Bullock
Secretary

**Geneva Public Library
March 2020 Revenue/Expense Report**

Revenue from February 20, 2020 through March 15, 2020	Subtotal	Total
Income: Fees		
Faxing, fines, other fees	\$162.85	
Membership fees	\$20.00	
<hr/>		\$182.85
Income: Donations		
General	\$86.99	
Meeting room use	\$30.00	
<hr/>		\$116.99
Expenses from February 22, 2020 to March 15, 2020	Subtotal	Total
Invoices to pay		
Daryl Strothkamp (LMR muffler)	\$908.32	
Black Hills Energy (Feb invoice)	\$106.13	
Center Point Large Print	\$27.71	
Geneva Building Supply (dowels)	\$0.76	
Geneva Home Center		
2020-02-27 pvc	\$17.94	
2020-04-30 pvc and screws	\$4.15	
Koenig Construction (down payment)	\$4,000.00	
NPPD (March invoice)	\$273.61	
Sarah Johnson (storytime supplies)	\$11.31	
Thorndike Press (Inv 70115421)	\$47.43	
<hr/>		
Total invoiced expenses		\$5,397.36
Heartland Bank Credit Card		
2020-02-25 USPS (ten ILL packages)	\$31.60	
2020-03-05 USPS (two ILL packages)	\$11.32	
2020-03-11 USPS (one ILL package)	\$3.16	
2020-03-17 USPS (two ILL packages)	\$7.82	
2020-03-19 Amazon (Mar invoice)	\$1,202.18	
<hr/>		
Total credit card expenses		\$1,256.08
Dollar General Credit Card		
2020-03-17 toddler storytime craft materials	\$9.50	
<hr/>		
Total charged expenses		\$9.50

continued on reverse

Geneva Public Library
March 2020 Revenue/Expense Report

As required by Nebraska Statute 51.209, the Geneva Public Library Board requests, with this voucher, the above expenses be paid by the City of Geneva.

Library Board President

Date

Library Board Secretary

Date

Date filed with the City Clerk/Treasurer

Geneva Public Library
February 21, 2020 through March 15, 2020

Physical Holdings & Circulation Report

Material Type	Added Holdings	Deleted Holdings	Total # of Holdings	% of Holdings	Checkouts this Period
[Unassigned]					
Adult Fiction	23	2	5,274	22.83%	233
Adult Nonfiction	4	6	2,372	10.27%	59
Audiobooks			623	2.70%	23
VHS		1	256	1.11%	2
DVD	9	1	3,583	15.51%	375
Easy	13	3	2,169	9.39%	191
Juv Fiction	2	8	1,843	7.98%	56
Juv Nonfiction		3	1,589	6.88%	18
Large Print	9		545	2.36%	83
Biography	1		496	2.15%	15
YA Fiction	5	3	528	2.29%	24
YA Nonfiction			6	0.03%	
YA Audiobooks			9	0.04%	
Christian Fiction	1		907	3.93%	55
Serial Publication	4		1,107	4.79%	22
Music CD			324	1.40%	1
Puzzle/Game			3	0.01%	1
[Keys]			19	0.08%	8
Reference			0	0.00%	
Juv Audiobooks			33	0.14%	
[Use Records]			11	0.05%	274
Yearbooks			107	0.46%	
First Reader - Level 0			34	0.15%	14
First Reader - Level 1			170	0.74%	10
First Reader - Level 2			125	0.54%	13
First Reader - Level 3			58	0.25%	8
First Reader - Level 4			33	0.14%	2
Genealogy			800	3.46%	
Rotating Collection/On-the-fly			3	0.01%	49
Junior Graphic Novels			63	0.27%	42
YA Graphic Novels		2	15	0.06%	1
Total	71	29	23,105	100%	1,579

OverDrive Holdings & Circulation Report

Material Type			Total # of Holdings	% of Holdings	Checkouts this Period
ebooks			29,445	65%	383
audiobooks			15,515	35%	164
Total			44,960		547

Geneva Public Library
COVID-19 Procedures as of 3/19/2020, 4:00 p.m.

- The library is closed to the public until March 30. On or approximately March 27, the City Team, Public Health Solutions, Fillmore County Hospital, and other associated people will decide to lift the closure or extend it.
- All materials checked out during the closure will have their due dates pushed out until (at least) the second day the library is open to the public again. At this moment, the library will hypothetically reopen March 31, so all materials are due April 1. We will continue to do this for the duration of being closed. By pushing out due dates, we are encouraging people to stay home and not fear overdue fines while they are facing so many other negative things.
- Any materials checked out before the closure, regardless of when they were originally checked out, have been renewed until April 1, and will continue to be monitored and/or automatically renewed if needed.
- Full time and part time staff are encouraged to come to work if they feel fabulous and are healthy, working at their regular rate of pay and hours. If anyone feels any degree of sick, they need to stay home. If the current library staff is at all concerned with becoming infected and chooses to work from home, work duties have been tentatively planned. The City of Geneva has instituted a *Paid Leave During COVID-19* policy which outlines the circumstances that full time and part time employees will be eligible for paid leave at their normal wage and benefits, without reduction in accrued sick days.
- Curb-side pickup is available while the library is closed to the public, but only while there are no confirmed cases of the virus in Fillmore County.
 - It is available between 9 a.m. and 5 p.m., Monday through Friday. (These hours are different than the hours we were usually open to the public.)
 - People can request materials by calling 402-759-3416, texting 402-264-6914 through Gabbie (the library's text message system through Biblionix, the library circulation software), through Facebook messaging, or by email, or placing holds on through the library catalog website.
 - Staff have the personal option of delivering materials to the curb. No one will be forced to deliver materials to patrons. When the patron has arrived at the library, staff will leave a plastic sack of the requested books outside the library door, on the sidewalk, or on the curb and the patron can pick it up. Staff can also place items in a patron's trunk if it can be remotely opened. There should be no direct contact or anyone closer than 6 feet.
- All library materials returned through the book drop will be checked in and shelved as usual, as long as there are no confirmed cases of the virus in Fillmore County. Once there is a confirmed case, any materials returned through the book drop will be placed directly into a storage area with limited ventilation for a minimum of one week. These materials will be handled as little as possible by staff. Since there really is no solid information on the survival time of the virus, we are starting with one week of

quarantine and will adjust as we learn more. After one week, the materials will be checked in. These items will not accrue overdue fines while in quarantine.

- All meeting room and restroom facilities are closed to the public while the library is closed to public access.
 - Meeting room reservations have been cancelled in the CivicPlus Facility Management software, and the use of the room has been moved to the online community calendar and marked as “Cancelled” to facilitate awareness yet continue recording the use of the meeting room.
 - For each reservation during the closure, library staff have contacted the meeting coordinator to inform them of the change in meeting room availability.
- The library’s free Wi-Fi access will continue to be on 24/7 and open (no password required) as usual, although patrons are asked to remain in their vehicles or stand at least 20 feet from the main library door to allow staff to move freely.
- Library staff have contacted groups, business, or organizations that regularly frequent the library to advise them of the closure. This includes Heartland Boys Home and Sowing Seeds.
- Hours on the library website, Google page, Facebook page, and telephone answering machine have been updated.
- Days the library will be closed have been marked in Biblionix.

Log Cabin

- The facility closed to the public until March 30. On or approximately March 27, the City Team, Public Health Solutions, Fillmore County Hospital, and other associated people will decide to lift the closure or extend it.
- Facility reservations have been cancelled in the CivicPlus Facility Management software, and the use of the room has been moved to the online community calendar and marked as “Cancelled” to facilitate awareness yet continue recording the use of the facility.
- For each reservation during the closure, library staff have contacted the meeting coordinator to inform them of the meeting room availability.
- Kathy Freeman, hired by the Women’s Club to clean the facility after each reservation, has been contacted to make her aware of the closings.