

2/13/17 Board of Trustees Decorah Public Library Meeting

Attendees: Andi Beckendorf, Lorraine Borowski, Ed Brooks, Bob Felde, Cheryl Pellett, Jim Rhodes, Denise Tapscott, Alexandra White, and Friends Representative Cynthia Peterson.

Absent: Pat Anderson, Scott Fjelstul

Beckendorf called meeting to order at 4:00 p.m. in lower level meeting room.

1. **Approval of Agenda for February 13, 2017.** Approved.
2. **Minutes from January 9, 2016.** Pellett called for vote to approve minutes, Rhodes seconded. Minutes approved.
3. **Claims for February 2017.** Revenue from Winneshiek County was higher than expected and received special gift of \$5K. Electricity costs were higher than usual. Rhodes called for vote to approve claims, Pellett seconded. Claims approved.
4. **Budget.** Borowski presented budget to City, and it will be approved during the first meeting in March.
5. **Reports from the Library Director.**
 - a. **Statistics.** Compared to Jan 2016, circulation slightly down (11029 vs. 11042). New Year's closing—and winter weather, could have prompted this change.
 - b. **Space Planning/Building Update.** New door is on order—have paid Mobile Glass for lower door.
 - c. **General Update.** Currently do not charge for meeting room usage. Borowski discussed idea for possible revenue source to charge nominal monthly/yearly fee for meeting rooms used by for-profits (e.g, tutors who charge clients for services and using library meeting space at no cost). Could structure fee around usage (10 hrs/month) etc., and offer lower fee to non-profit.
 - d. **Other.** Current collective bargaining legislation (would only allow negotiation of salary if law passes) could impact three members of library staff who are part of City union
6. **LED Light Project.** Borowski reported that Joel Zook presented a proposal for an LED Lamp Project to replace all library lights with LED to conserve energy and reduce costs. John Nielsen of Perry Novak prepared estimate and measurements. Estimated payback for project is \$6830. Bid includes labor and rebate work.

Board agreed project had merit and discussed funding options and possible public campaign to seek donations (and showing possible support from Friends, Library Budget, etc.). Would need also to have contingency for not meeting the goal. Borowski will follow up with Nielsen on the bid and discuss next steps, and will also talk about this plan with City.

7. Report from Friends of the Library (Cynthia Peterson). Kathleen Ernst will be speaker at annual meeting on April 4. Friends would be willing to discuss supporting the LED Lamp Project. Mentioned possibility of endowment for Adult Programming.

7. Unfinished Business. Felde asked how Library currently measures walk-in traffic or visitors. Borowski calculates rough estimate for state report using data from clicker on stairs. Beckendorf discussed doing a population study if Library chose to adjust hours in the future.

8. New Business.

Update on Library Director Position Description and Posting

- Beckendorf completed review of updated job description with Wanda and Chad and will send updated description on 2/14. May provide shorter listing for League of Cities that includes a link to a more detailed job description at decorahia.org. Position will be posted on ALA job list, Iowa, Minnesota, Wisconsin, Workforce Development, City Website, Luther Career Center, UNI, etc.
- Plan is to open applications the week of 2/13 and accept applications until 3/17. Applications will be sent to Beckendorf's attention at City Hall and Beckendorf will pick them up weekly.

Meeting adjourned at 5:15 p.m. REMINDER - Next meeting is March 13, 2017

Respectfully submitted,

Alexandra White, Board Secretary