

## Minutes June 12, 2017 Decorah Public Library Board of Trustees

President Beckendorf called the meeting to order at 4 p.m. in the lower level meeting room of the Decorah Public Library. Those present were Pat Anderson, Andrea Beckendorf, Ed Brooks, Bob Felde, Scott Fjelstul, Cheryl Pellett, and Jim Rhodes. Absent were Denise Tapscott and Alexandra White. Friends of the Library representative Cynthia Peterson and library staff members Director Lorraine Borowski, Director-designate Kristin Torresdal, Children's and Young Adult Librarian Joan Roach, and Technology Coordinator Jon Pankow were also present.

The agenda was reviewed and approved.

The minutes of the June 8, 2017 meeting were reviewed. Pellett moved with Fjelstul's second their approval. It carried.

Rhodes moved with Anderson's second the approval of the claims for June with the exception of an item on the Banker and Taylor invoice for \$461 that needs further exploration. It carried.

Pankow reported that the five security cameras had been installed and demonstrated on his computer their views. He would be using templates from the State Library of Iowa to develop written policy over their use.

Roach reported the Summer Reading Program had been underway for a week and reviewed the weekly schedule and the special event scheduled for the program.

Director Borowski reported that the transition of duties to the incoming director was progressing and that she would be gone three days the end of this week and Torresdal would move into the director's office during that time. The LED program fund raising showed a surplus of \$226.50 which would be applied to future needs and the installation of the lights would be completed later this week.

Anderson moved with Fjelstul's second the bid for the replacement of lower entrance door from Decorah Mobile Glass to be completed after July 1<sup>st</sup>. It carried.

Torresdal reported that Gretchen Carolan has submitted her resignation to be effective August 31, 2017. Torresdal will use some existing staff for part of her duties and hire a new employee for more general duties.

All were reminded of the reception June 30, 2017, 3-5 pm for Director Borowski's retirement.

Brittany Todd will begin a photography project with funding from the current Friends' allocation for updated images and pictures for library use.

Cynthia Peterson reported that the Friends group had elected Jane Kemp as its new President and that it had also approved funding for the exterior landscape project.

Beckendorf reported that all the materials from the confidential sessions of the director search had been submitted to City Hall for keeping for a year.

New Board of Trustee handbooks would be available at the July board meeting. Options for the distribution of board materials were discussed. It was determined to use the current email system until January. There will be an open coffee for the board and library staff on Monday July 10, 2017 8:30-9:30 am.

Future agendas need to address security camera policies, review of bylaws, use of consent agenda for current agenda and minutes, approval each year of meeting dates and time and procedures for evaluation of director.

The board adjourned at 4:54 p.m.

Respectfully submitted,

Jim Rhodes secretary pre tempore.