

3/13/17 Board of Trustees Decorah Public Library Meeting

Attendees: Pat Anderson, Andi Beckendorf, Lorraine Borowski, Ed Brooks, Bob Felde, Jim Rhodes, Alexandra White, and Friends Representative Cynthia Peterson.

Absent: Scott Fjelstul, Cheryl Pellett, Denise Tapscott

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

1. **Approval of Agenda for March 13, 2017.** Approved.
2. **Minutes from February 13, 2017.** Anderson noted correction needed to Friends' annual meeting date (April 24th, not 4th). Anderson called for vote to approve minutes as corrected, Rhodes seconded. Minutes approved.
3. **LED Lamp Project.** (Jon Pankow and Kristin Torresdal) . Alliant Energy offers significant savings from rebate. ROI within 2 years – 27% on electric bill. Will provide 2-3 times longer life span than current lights and better quality light for reading. Lower maintenance costs as well. \$15,500 total cost, Friends will donate \$5200, seeking \$5150 out of Library Maintenance line item. Would install more lighting fixtures in mezzanine gallery (2 x 4 plastic lenses replaced with smaller more modern fixture). Borowski confirmed that work does not need to be bid out, per discussions with City. Fund drive will include posters/handouts/bookmarks, social media, from 3/14 through 5/15. Work will require two weeks to complete (end of May – beginning of June). Peterson raised suggestion of allowing donors to “buy a bulb” to hang up and display, similar to Fareway’s method with shamrocks. Anderson called for vote to approve beginning project, Rhodes seconded. Project approved.

Pankow also noted that grant was received for security cameras, once funds are received he will make contact w/vendor for installation. County also has some cameras that are coming out of usage that may be able to be reused in the library as well.

4. **Claims for March 2017.** Expenditures (\$20, 1333), Revenue (\$15, 453). Have determined that Ancestry is used but Heritage not, so have decided not to purchase Heritage in future. Direct aid (\$2, 915) slightly lower than last year due to state budget cut (had budgeted for \$3000). Rhodes moved to approve to claims, Felde seconded. Claims approved

5. **Catch Up on Policy Reviews.** Board discussed policies and plan for moving forward in making transition with new Library Director. Anderson requested that in updating policy that date be provided on each policy document. Borowski noted that new State Library criteria for next recertification may require board member training (5 hours/year for each board member). Training is offered via webinars on last Thurs of every month – March – Nov (6 – 7:30 p.m). Borowski will send out email to Board with details on the required date for recertification, along with details on required training.

6. **Reports from the Library Director.**

- a. **Statistics.** Borowski added door count average (clicker on stairs) to statistics.
- b. **Space Planning/Building Update.** No new updates. Worked with Pankow with climate control/web-based product (server is at City Hall). Software is now on Pankow's system as well (backup).
- c. **General Update.** Library experienced some vandalism from a child whose parent was having taxes done at 8 p.m. Vandalism included putty on wall and computer keyboard, sand and salt scattered in Library director's office, removal of several USB ports (1 returned), box cutter (returned), key ring (returned) and wrenches (returned), damage to staff person's cell phone (staff person has been reimbursed by City for cost). Incident reported to police, who responded quickly and were very helpful. Director took opportunity to work with all staff on procedure for securing valuables and items such as box cutters. Has ensured Public Meeting room is locked unless in use, and back door by large print is locked at 5:30.
- d. **Other.** All staff have completed safety training at City Hall. All library phones have a panic button on them. Kristin Torresdal has been taking Leadership training at NICC. Borowski raised suggestion to the Board to consider including Rotary Club membership dues in compensation for future Library Director, estimated cost of (\$100/quarter). Could be a great way for future director to have contact with community members and different local organizations.

6. **Report from Friends of the Library (Cynthia Peterson).** Kathleen Ernst will be at Friends' Annual Meeting on April 24 at 6:30. Noted that a portion (\$1600) of the Friends contribution to LED Lamp Project (\$5200 total) was from the Monday Club.

7. **Unfinished Business.** None.

8. New Business.

Report on Library Director Search.

Board discussed and confirmed the following process:

- Applications due at City Hall on 3/17
- Hiring committee (Anderson, Pellett, and Beckendorf) review apps and narrow to recommended candidates (3 to 4)
- Hiring committee presents recommended candidates and resumes to Board at April 10 meeting
- Board reviews candidates, approves selected candidates to interview
- Hiring committee prepares interview plan (timing, schedule of activities including interview, board member meeting, coffee/cake with staff) and shares with the board.
- Board reviews interview plan, approves
- Hiring committee conducts candidate interviews
- Hiring committee makes recommendation to Board
- Board selects candidate
- Background check completed for candidate
- Board president extends offer to candidate, arranges start date (ideally July 1)

Meeting adjourned at 5:17 p.m. REMINDER - Next meeting is April 10, 2017

Respectfully submitted,

Alexandra White, Board Secretary