

## 8/1/17 Board of Trustees Decorah Public Library Meeting

**Attendees:** Pat Anderson, Andi Beckendorf, Ed Brooks, Bob Felde, Cheryl Pellett, Jim Rhodes, Kristin Torresdal, Alexandra White, and Friends Representative Cynthia Peterson.

**Absent:** Scott Fjelstul, Denise Tapscott

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

1. **Approval of Agenda for Aug 1, 2017.** Approved.
2. **Minutes from July 10, 2017.** Pellett moved to approve minutes, Felde seconded. Minutes approved.
3. **Claims for July 2017.** Total expenditures (\$20,395.30) revenue (\$11,036.47). Torresdal noted that addition of several line items that have regularly been in budget but not typically highlighted, such as insurance done through City Hall. Ordered new software (getting Quickbooks Accounting software – both Library and RSVP can use this on separate licenses), also did a staff scheduling software purchase. Database renewal also included (Beckendorf noted this is a very low cost for a high benefit resource). Beckendorf to discuss budget issue with city. Rhodes moved to accept claims, Pellett seconded. Claims approved.
4. **Reports from the Library Director.**
  - a. **Staffing.** Library aide search has begun, position advertised (< 20 hrs, no benefits). Advertised for position. Apps due 8-3, have received several. Seeking to do interviews soon. Staff have been very responsive in handling extra hours. Luther work study position available, in contact with Luther to identify contacts and personal recommendation.
  - b. **Building.** Waiting on lower level door replacement (has not arrived yet). Air conditioner on back deck will need to be replaced—was checked due to noise, is working properly but is possibly at end of lifespan (20 years). Requested new quote for unit and replacement installation on roof with other units.

Brooks raised question of considering having an external person on Building Committee to assist review of building needs. Torresdal suggested having Building Committee meet more often to discuss building maintenance needs, including a walk-through of the building at an upcoming meeting.

Reviewing space and started to remove broken furniture, also planning to clean storage spaces. Plan is to determine what to remove, there is too much furniture and furniture that does not fit the space. Checked with City for policy of disposal of property, City Clerk advised of process.
  - c. **Budget.** Want to be at 8% in budget, salaries is closer to 10% (artificially high because of Borowski's payout was in current budget). Repairs are high due to security camera project. Professional Services (grant money for camera). Using Misc. Contract Work (graphic design work that Torresdal used to do). Will save approximately \$50K due to overall plans.
  - d. **Statistics.** Circulation has gone down slightly, not significant, may be related to increase in e-book usage.

e. **General Updates** (Programming, Collection, Technology). Summer Reading program has been very successful. Roach will join Sept meeting to give update and preview Fall programming. Adult Programming is in discussion, Torresdal pursuing leads on leading craft projects for adults in late fall. Pete the Cat author coming in November, hosted at DMS, sponsored by Friends. Weeding efforts continue to boost circulation. Ordered new face-out shelving for YA materials. Will be looking into self-service kiosk for checkout.

5. **Report from Friends of the Library (Cynthia Peterson).** Friends do not meet in summer, decided to donate \$1000 to Foundation for Gretchen's retirement

**6. Unfinished Business.**

a. *Security Camera Policy.* Anderson moved to accept the new policy, Rhodes seconded. Policy approved.

b. *Board of Trustees Bylaws update.* Anderson raised question about getting Board access to master contract, has not seen it, Beckendorf will take this action. Suggested revised wording on Executive (Closed) session in Article IV, section e. Review updated draft in Sept 11 meeting

c. Consider short-term goals for new Director (90 days, 6 months, 1 year). Beckendorf will compile and discuss at September meeting.

d. Discuss completed self-evaluations (Board Handbook pp. 19-21). Board discussed some thoughts about the evaluations. Board completed 15 minutes of Trustee Professional Development as part of the discussion.

**7. New Business.**

a. Board education: Please read Board Handbook pp. 22-35 for the September 11 meeting (see Agenda items for 9/11 meeting)

b. Discuss Sunday open hours. Torresdal discussed possibility of reducing or eliminating Sunday hours to save staffing hours.

**8. Agenda Items for Next Meeting (September 11)**

Reminder for Board to do the following:

a. Review mission

b. Review short and long-term goals

c. Notify Beckendorf of current preferences with committee roles

Meeting adjourned at 5:24 p.m. REMINDER - Next meeting is September 11, 2017

Respectfully submitted,

Alexandra White, Board Secretary