

Decorah Public Library Board of Trustees Minutes

Monday, July 10, 2017 – 4:00 pm

President Andrea Beckendorf called the meeting to order at 4:00 pm in the lower level meeting room of the Decorah Public Library. Board members present were Andrea Beckendorf, Ed Brooks, Jim Rhodes, Bob Felde, Scott Fjelstul, Pat Anderson, Library Director, Kristin Torresdal, and Friends Board liaison, Cynthia Peterson. Board members Cheryl Pellett and Denise Tapscott arrived at 4:13 pm and 4:42 pm respectively.

The agenda was approved and minutes of the June 12th meeting were reviewed. Pat Anderson moved to accept the minutes as presented and Scott Fjelstul seconded the motion. **Passed**

Claims were presented and Jim Rhodes moved to accept payment of the claims, seconded by Bob Felde. **Passed**

Director Torresdal reported on current library staffing and included discussion of staffing succession and possible future personnel needs. Torresdal recommends the Board leave the Administrative Coordinator position vacant at the current time. Gretchen Carolan is retiring in August. Other positions have remained quite static for some time, and with the possibility of budget cuts in the foreseeable future, Torresdal recommends dividing the Administrative Coordinator responsibilities among current staff members who are amenable to this solution. Aaron Larson will assume the majority of Carolan's cataloging responsibilities. With that in mind, Torresdal intends to hire additional help for the front desk. Torresdal wishes to try the above-described staffing arrangement for a few months and evaluate how it works before determining exact job descriptions and permanent personnel assignments.

Related to the area of staffing the RSVP program was discussed. The Decorah Public Library serves as the fiscal agent for the local RSVP program. If and when Kathy Barloon, (RSVP Director) retires it will be necessary to hire an individual to assume that position. The RSVP program is funded through a federal grant and requires a great deal of paperwork and reporting. RSVP is now at the beginning of a three-year grant cycle, so the Decorah Library's support of the RSVP program must be sustained for that time period. Board members discussed the importance of the RSVP program to the Decorah community.

Torresdal reported the LED project is nearing completion. The original bid for LED lighting did not include the "Toys Go Round" room, so Torresdal added that room to the original project. Total cost of the LED program (including TGR) comes in at \$13,384.87 which is \$2100.00 under the original estimate.

Torresdal informed Board members of a proposal for utilizing the \$1000.00 funded by the Friends board to honor Mark Ruen on his retirement which took place over a year ago. The Friends propose to spend the \$1000.00 on purchasing a Public Access TV for the east side of the library.

Torresdal requested approval to purchase new office furniture for her office as she will be "donating" the majority of the current furniture in that office to Jon Pankow. Pankow will need to purchase a new chair, however. Torresdal hopes to purchase a new desk for her office, a table or some type of vertical work space, and two vertical files. Torresdal estimates the cost of the above furniture to be between \$2800 and \$3800. Rhodes moved to approve these purchases seconded by Pellett. **Passed**

While discussing office and space usage, the main floor room housing the dollhouse and dolls was mentioned. Discussion on a more appropriate location for these items will be continued in the future.

Torresdal presented copies of the budget for Board Members perusal and indicated she hopes to see a decrease in salary and benefits for the current fiscal year. She also expects an increase in contracted work and programming costs. Torresdal will be presenting budget balances at Board Meetings for the next few months. Statistics were presented in the usual format. Torresdal explained that Roach does not engage in outreach in June and July and Torresdal reduces the amount of adult programming during summer months as well. These reductions are reflected in current statistics.

As an information item, Torresdal reported that the Decorah Public Library Director and others associated with the RSVP program must undergo Federal Background Checks. Forms required to be completed for this requirement recently arrived and are numerous and detailed in nature.

The photography project utilizing the skills of Brittany Todd, professional photographer, is going well. Photos have been used on the DPL website and will eventually be placed throughout the library.

The new Library website is up and running with some tweaking yet to be done.

Cynthia Peterson, Friends liaison, informed Board members that the Friends purchased a new laptop for Director Torresdal, the Friends Board is updating its by-laws and Mission Statement, and the retirement reception for Lorraine Borrowski was extremely successful and served 220 guests. Special compliments go to Jud Barclay, Friends Board member, who chaired plans for the retirement event. President Beckendorf requested that Peterson thank the Friends Board for hosting the event.

Torresdal distributed updated Board Handbooks to all Board members and asked them to read p. 1-17 and complete the three surveys on p.18-21 prior to the August meeting. Due to numerous scheduling conflicts in August, Pellett moved the **DPL August board meeting be changed to Tuesday, August 1st at 4:00 pm.** The motion was seconded by Felde. **Passed**

Under new business, Board Members reviewed the proposed Security Camera Policy and the Board of Trustees By Laws update. Both documents will be presented again at the August meeting with subtle changes included.

Torresdal asked Board Members to consider some short-term goals for her for the next 90 days, 6 month period, or 1 year, whichever they feel is appropriate. The evaluation procedure for the Library Director was also reviewed.

Meeting adjourned at 5:14 pm

Respectfully submitted,

Pat McClure Anderson, secretary pro tem