

11/13/17 Board of Trustees Decorah Public Library Meeting

Attendees: Pat Anderson, Andi Beckendorf, Ed Brooks, Scott Fjelstul, Cheryl Pellett, Jim Rhodes, Denise Tapscott, Kristin Torresdal, Alexandra White, and Friends Representative Cynthia Peterson

Beckendorf called meeting to order at 4:02 p.m. in lower level meeting room.

1. **Approval of Agenda for Nov 13, 2017.** Agenda approved.
2. **Minutes from Oct 9, 2017.** Anderson moved to approve minutes, Felde seconded. Minutes approved.
3. **Claims for November 2017.** (Revenue \$16,251.75, Expenses \$16,967.99). Torresdal discussed maintenance activity, new computer monitors for public access area. EBSCO periodical payment this month is lower than usual – reduced this considerably. Rhodes moved to approve claims, Pellett seconded. Claims approved.
4. **Reports from the Library Director.**
 - a. **Staffing** (hiring one or two students this winter). Put together FY19 staff budget projection and met with Wanda about it on Thurs Nov. 9 at her request.
 - b. **Building.** ServiceMaster deep clean finished—did not need to close at all, worked very well. Quotes in process for painting, tuckpointing, etc. in order to request additional funds from City at budget time. May consider partial paint project this fiscal year. Recommend purchase solar blinds- approx. \$5000, for this fiscal year.
 - c. **Budget.** FY18 amendment and FY19 draft due Dec 8 + 15. Pilot Project request of \$6K to Friends for FY19 was presented Wed Nov. 8 by Torresdal and Roach, to be voted on at the Friends Dec 13 meeting.
 - d. **Statistics** (Discussed under Unfinished business)
 - e. **General updates.** Programming, state report submitted in Oct, attended Winneshiek County Library Association meeting. Friends meeting (pilot project and discussed roles between Friends and Library Director). Self-checkout installed, Litwin programs x 2 on Saturday- over 570 pre-registered. Meeting with Eunice (district rep from state) on 11/20. Thanks to Board for staff brunch.
5. **Friends of Decorah Public Library Report: Cynthia Peterson.** Learned how Library staff could help Friends in planning in fundraising (cannot plan or organize, but can consult). On task to look at grant for December pilot. Have spent significant \$ this year, Friends members would like ideas for fundraising. Planning to have a Friends table at Eric Litwin 11/18 event. On-line membership in progress. Had an ad hoc joint finance committee (Board members—Rhodes, Anderson, Pellett) --saw no need to meet (Friends disbanded from this).

6. Unfinished Business

- a. Discuss short-term goals for Director. Board endorses goals as outlined.
- b. Discuss Sunday open hours. Pellett moved to end Sunday hours (with 12/17/17 being last Sunday operation), Brooks seconded. Change in hours approved.

7. New Business

- a. Consider expanding security cameras (approx. \$1500 for 3 additional cameras). Cameras have been helpful for noting and documenting unacceptable conduct from children (riding scooters, damaging study rooms) and have been deterring loitering in parking lot. Memorial funding could support this. Fjelstul moved to purchase three new security cameras, Felde seconded. Board approved purchase.
- b. Board education: please read Board Handbook pp.67-end for Dec. 11 meeting.

8. Agenda Items for Next Meeting

- a. Review Library Rules of Conduct Policy
- b. Discuss Board succession plan

Meeting adjourned at 5:05 p.m. REMINDER - Next meeting is December 11, 2017

Respectfully submitted,

Alexandra White, Board Secretary