

9/11/17 Board of Trustees Decorah Public Library Meeting

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

Absent: Bob Felde, Scott Fjeltstul

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

1. **Approval of Agenda for Sept 11, 2017.** Approved.
2. **Minutes from Aug 1, 2017.** Anderson moved to approve minutes, Pellett seconded. Minutes approved.
3. **Claims for August 2017. (Revenue \$21, 110.14 Expenses \$17,992.01)** Torresdal noted particular items, including repair of men's toilet by Caspar (\$383.81), garbage/recycling (extra fees to take materials to dumpster) . July/Aug electricity higher than June rates (will check on this). Internet for July was higher than usual – some of June was on July bill. Misc. graphic design costs from Riley. Baker & Taylor – credited twice/accident so Library had to pay. Postage was higher (RSVP did mass mailing - \$210 reimbursed). Friends Pilot Program funds decided to sell AG dolls to Toys Go Round (did well 1st year, and then interest waned, also required staff time to track clothing). Pellett moved to approve claims, Rhodes seconded. Claims approved.
4. **Staff Report:** Children's & Youth Librarian Joan Roach- Summer Reading Recap + Fall Preview

Summer Recap

8 week program (48 programs – 1797 attended (22 fewer programs but more attended). 135 children registered for weekly program. 77 children participated in weekly raffles. 17 children/17 volunteers met weekly with Book Buddies. 20 children/week for Crafternoon (paid for by Friends). Family storytime has been very popular—30-38/weekly attendance. Partnered with Montessori (bi-weekly storytime – 20 children). Picnic/playdates successful, weather created challenges. 4 special events – 435 attendees.

Fall Preview

- Trying all new programming this Fall. Wed "Curious Kids" STEAM weekly program – hands-on (partnering with John Cline)
- Middle school program for girls (5th – 8th grade). Monthly adventure-based program. Connect with natural world (disconnect with technology). Starts on 9/25.
- Monthly programs for families (with support of Friends)
 - o October --Grout Museum – Sat in October (Science of Bubbles)
 - o November - Eric Litwin "Pete the Cat"
 - o December – may have Houston international owl center program

Brooks – how many kids attending are from rural areas? Roach – Over 50% came from Calmar, who does not have summer program. Brooks – What is participation of boys vs. girls? Roach – Even numbers, seeking programming that interests both genders

5. Reports from the Library Director.

a. Staffing

i. Library Aide position - Hired

Carmen Buss- 10 hr/week until Jan; then additional hours (started Sept 7)

Karen Pattison- 16 hr/week (IPERS-eligible) (started Sept 7)

ii. Luther student positions

Ellen Schmidt-- Monday evenings; Sam Kottke--Sunday afternoons;

Seeking additional fill-in/Saturday person

b. Building

i. Lower level entrance door- completed (Sept 6)

ii. LED lights (TGR room)- completed (Sept 1)/ Ballast- waiting on parts

iii. Air conditioner replacement quote- have Casper's portion of quote (\$31,000 – does not include controls and electrical portions—waiting on this) Anderson asked about quote that does not involve roof – Torresdal will look into this option

iv. Gutter hole patched/ noticed potential significant water drainage issue under parking lot --will view on building tour; will notify Chad (city owns parking lot)

v. Lower level restroom--new toilet parts- installed (late Aug)

vi. Drinking fountains--both beginning to malfunction regularly

Waiting for Casper's quote- several options:

Cap Postal Room; New bottle-filler; locate in LL or new location on back side of staff/circ area sink in hallway?

vii. Safety Committee audit results

All addressed (such as AED batteries replaced, electrical outlets marked, ziptied cords), except yellow jackets issue--Mark S. working on that

viii. Torresdal office furniture update- vendor ordered without sending updated quote; will be delivered/installed Sept. 20. Updated quote req. 9/8

ix. City procedure for building quotes/bids- per Wanda's email

x. Chopper's office--potential for new paint and flooring paid for by City

c. Budget

- Expenditures at 17% - some exceptions in revenue (0 value, dispersed later in year).
- Expenditures- electricity high (AC) – professional service expenses (grant money). Misc Contract Work (graphic design – will be offset by salary changes). Office supplies/Books – slightly higher (don't order books in May-June due to end of fiscal year).
- Special gifts – ran LED funds through this (public fundraising + Friends contribution)
- Library misc –Revenue – will look underfunded due to Torresdal putting funds in Memorial area (change from previous methods)

d. Statistics

Looks like children programming attendance dipped (due to program numbers were not accurate in past). Last two summers have tried doing more programming in August than in 2017 because decided to concentrate on June/July summer programming.

e. *General updates:* Friends banner by Photography by Brittany; Healthiest State Walk Oct. 4 (VOLS NEEDED x 15; total 3 locations)

New banners featuring professional photos during children summer reading, plan to have more throughout library. Brooks – can we put the banners in other places in city? Yes—banners are designed for exterior too. Board discussed other locations to hang banners (outside library, etc.). Beckendorf – will take suggestions from Board etc. for locations (Banner is \$35) – seasonal ones to hang outside

Partnering with April Brill – “Healthiest State Invitation Walk – Wed Oct 4 – progressive dinner (grant-funded). Library will be stop on the walk. Torresdal will email out information. Could use 3-4 people to scoop frozen yogurt (6:30 – 7:15 p.m.). Event will kick off at Carrie Lee (appetizers) – John Cline (walking tacos) – open play at playground – and walk up to library for frozen yogurt from Sugar Bowl.

6. Friends of Decorah Public Library Report: Cynthia Peterson. Meeting on Wednesday – did \$1000 donation to OshKosh foundation in honor of Gretchen’s retirement.

7. Unfinished Business

- a. Board of Trustees Bylaws update (Torresdal presented it). Motion to approve updates to bylaws with appropriate edits (Torresdal) – Rhodes moved to approve, Pellett seconded, Revised bylaws approved.
- b. Comments on Board Handbook reading (pp. 22-35)

8. New Business

- a. Consider WCHS letter. Motion to send this letter to WCHS – Anderson, Tapscott seconded.
- b. Consider Purchasing Policy. Anderson – typically a public entity will have a statement but there is usually some kind of caveat if a local agency can supply product for reasonable difference in price that should be strongly encouraged.
- c. Discuss Building Agreement document updates
 - *TGR lease renewal was due Sept 4
 - *recommended to add “maintain nonprofit status” and “submit annual proof that the 990(N) filing has occurred to maintain that non-profit status.
 - * Part of larger discussion about criteria for building partners... legal issues?
- d. Set date for Board/Building Committee building inspection
 - *8:15 am. on Wed Oct 18 – Fri Oct 20 would be preferable; Chad and Wanda will also attend
- e. Committee Appointments (no preference for changing – leave them as is)
- f. Board education: please read Board Handbook pp.36-50 for Oct. 9 meeting.

9. Agenda Items for Next Meeting (October 9)

- a. Technology Coordinator Jon Pankow: website and BRIDGES demonstration
- b. Review mission statement
- c. Consider short-term goals for Director (per submissions to Beckendorf in August)

Meeting adjourned at 5:20 p.m. REMINDER - Next meeting is October 9, 2017

Respectfully submitted,

Alexandra White, Board Secretary