

12/11/17 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 4:00 p.m. in lower level meeting room.

1. **Approval of Agenda for December 11, 2017.** Agenda approved.
2. **Minutes from Nov 13, 2017.** Minutes approved.
3. **Claims for November 2017.** New section of website, Torresdal walked through steps and will send password (site was down during meeting). Highlights of claims: Novak – ext. lights fixed \$1100, Service Master approved for cleaning, adult programming big success, offset by free-will donation. Belated LED Expenses—Toys Go Round and replace faulty bulbs. Pellett moved to approve claims, Brooks seconded. Claims approved.
4. **Reports from the Library Director.**
 - a. Staffing- Changes in RSVP--not hiring volunteer coordinator at this point. Carmen planning some Jan - March adult programming (former director Calmar Public library).
 - b. Building- WCHS moving this week; Chopper selected new flooring and paint for office
 - c. Budget – Friends program funds (year 2) outcome TBD Wed 12/13
 - d. Board Budget Committee met Dec 6 to review FY18 budget re-estimates and FY19 request (submitted to City Hall 12/8 with special request for building funds to be submitted 12/15); Revenue similar with exception of LTSA grant funding ending. Staffing will be less than current budget estimate—added estimates for programming and building needs. Invested amount– 179, 932.40, \$33,932 cash on hand
 - e. WCLA County Supervisor funding request presentation slated for Jan 8.
 - f. Discussed new photocopier purchase (eight years) and related long-term cost savings – cheaper to purchase a new machine (\$4,794 one-year cost). Lower five year cost to purchase vs. lease. Ongoing cost/month - \$119 (less than current \$221). Pellett moved to authorize purchase of new 20 ppm copier with funding from Memorial Fund, Fjelstul seconded. Considering two suppliers; Beckendorf recommend considering current service relationship with Rico in final decision.
 - g. Statistics. 677 people attended Eric Litwin event (2 programs), many thanks to Joan Roach for organizing. Reference question category on statistics need to be checked in terms of how it is measured.
 - h. Large-scale family programming plans in place for Jan-Aug. Pellett asked about advertising this programming at other county libraries, Torresdal mentioned that there currently has not been a need to do so.
 - i. District Rep Eunice met with Torresdal, standard activity for new library director, no changes in place.

5. Friends of Decorah Public Library Report: Cynthia Peterson

Searching for more funds and members – spent \$60,000 more than raised. Seeking to attract younger demographic – will be revisiting Friends’ membership rates to compare to others. Considering \$6K request grant for library programming (worked very well) – would like to continue it.

Following up with Eric Litwin attendees to interest them in joining Friends. Working on adding non-cash method (e.g., PayPal) for membership. Looking for money-raising projects—legally library staff cannot assist with fundraising execution.

6. New Business.

- a. Library Rules of Conduct Policy & Staff Responsibility/Authority. Presented revised rules of conduct. Felde suggested a few corrections. Anderson asked about incident report process and form. Torresdal confirmed staff know how to use incident reports (copy to Director and also make notes in Staff Notes). Also clarified minor infractions etc., that would be handled verbally. Fjelstul moved to accept revised documents, Pellett seconded. Approved.
- b. Discussed Board succession plan
 - o Encouraged board members to identify future possible board members, considering wide range of expertise and/or interests (e.g., childcare, college, accountant, fundraising experience, historic building experience/construction, knowledge of grant writing, attorney, public school system, library users with families who use programming).
 - o Board members and staff are to submit shortlists to Beckendorf by end of February 2018. Suggest board members talk to potential candidates before submitting names, and ask if they are interested in talking with the Board President about the possibility.

7. Agenda Items for Next Meeting

- a. Discuss creating a memo of understanding (MOU) with Friends of Decorah Public Library. Roles between Board and Friends and Director to clarify roles and responsibilities.

8. Upcoming Meetings: January 8, February 12, March 12

Meeting Adjourned at 5:19 p.m.

Respectfully submitted,

Alexandra White, Board Secretary