

1/8/2018 Board of Trustees Decorah Public Library Meeting

Attendees: Pat Anderson, Andi Beckendorf, Ed Brooks, Bob Felde, Cheryl Pellett, Jim Rhodes, Kristen Torresdal, and Friends Representative Cynthia Peterson

Absent: Scott Fjestul, Denise Tapscott, Alexandra White

Beckendorf called meeting to order at 4:00pm in the lower level meeting room.

1. **Approval of Agenda for January 8, 2018.** Agenda approved.

2. **Minutes from December 11, 2017** Corrections

4a. Carmen worked at Cresco Public Library

4f. Spelling correction RICOH

5. Friends spent \$16,000 not \$60,000.

Felde moved to accept the minutes with corrections, Rhodes seconded. Motion carried.

3. **Claims for January 8, 2018** A new vacuum cleaner was purchased. The computer in the staff workroom was replaced. A free will donation has been collected at certain adult programs to offset supplies needed. This has worked well. Rhodes moved to approve claims, Anderson seconded. Claims approved.

4. **Reports from the Library Director**

a. **Staffing:** Nick Chill was hired and started working 01/02/2018. His hours M, W, Th 3-8pm and possibly seasonal.

b. **Building:** Due to the extreme cold weather a sewer line froze causing water damage in building. Necessary measures were taken to fix the issues now, with more improvements possible when weather improves. Casper checked heating elements after leak and found heating element in south stairwell heater not working. Another was ordered at \$2000. Three radiators in the building were found to not be working. Two were able to be fixed and are up and running.

c. **Budget:** 2018-19 budget re estimated. The library is at 48% of this year's budget which is on target.

d. **Winneshiek Libraries Meeting:** County librarians met with supervisors. All libraries asked for \$3000 more for budgets. DPL will receive \$89,805 in the next budget year. The supervisors were also given an informational and statistical packet from DPL.

e. **City Budget Hearing:** The general budget hearing will take place January 31, 2018. Capital improvement budget will meet at a different time, possibly March 2018. Some of the projects that the library feels are needed are solar shades for windows estimated at \$5000-\$8000. Painting the interior of the new part of the building estimate at \$4000. Entire interior library painting estimate \$30,000. These two projects could be done without city involvement. Anderson moved that the cost of the solar shades for the library windows be brought to the February 2018 board meeting. Rhodes seconded. Motion carried. Torresdal did give the city council a list of the major needs of the library in priority.

f. **Stastics:** Large jump in reference questions. Tallying them differently. 51 people used the self checkout kiosk. This will be encouraged in the future.

g. **General Update:** Carmen is starting an adult winter reading program "Hot Reads, Cold Nights" starting January 21, 2018. Prizes will be awarded. The programs held in collaboration with Pulpit Rock have all filled quickly. A program on "Iowa's Most

Haunted Locations” presented by Chad Lewis will be held February 6, 2018. A family program, “The Magic of Isaiah” will be held February 10, 2018. Jon Pankow wrote a grant to WCCF for 2 smart TV’s. A copy machine was ordered at the cost of \$3234. Jon Pankow was able to get more than \$1500 off original price.

5. **Friends of Decorah Public Library Report: Cynthia Peterson** Discussions held at the last meeting were membership category, cost, and possible fund raising. Succession plans will be discussed with Kristen.
6. **RSVP Staffing:** Kathy Barloon will be retiring April 13, 2018. A job description is being worked on and a job search will begin. Community service hours for 2017 for RSVP were 26,000.
7. **Agenda Items of February Meeting:**
 - a. Unattended Children Policy review
8. **Upcoming Meetings:** February 12, 2018; March 12, 2018; April 10, 2018

Meeting adjourned at 5:10pm.

Respectfully submitted,
Cheryl Pellett