

2/12/2018 Board of Trustees Decorah Public Library Meeting

Attendees: Andi Beckendorf, Ed Brooks, Bob Felde, Scott Fjelstul, Cheryl Pellett, Jim Rhodes, Kristen Torresdal, Denise Tapscott, Alexandra White, Friends Representative Cynthia Peterson and patron Janelle Pavlovec

Absent: Pat Anderson

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

1. **Approval of Agenda for February 12, 2018.** Agenda approved.

2. **Minutes from January 8, 2018**

Corrections:

Attendees included patron Janelle Pavlovec

4e. Range of paint estimates was between \$30K-240K

Rhodes moved to accept the minutes with corrections, Felde seconded. Minutes approved.

3. **Claims for February 12, 2018.**

Programming has increased, to align with goal to offer more and higher-profile programs for families and adults. Seeking to expend general fund budget line items (which correspond to the FY ending June 30) before spending the Friends funding granted for Jan-Dec 2018 (funding addressed in Friends Report). Have also paid for several family programs with Marion E. Jerome funds from the Memorial Account.

The new photocopier has been installed, paid for out of Memorial Account.

Received Winneshiek County FY18 appropriation of \$88,695 this month; no word on what to expect for next year yet.

Have pre-existing, unexpended funds from Marion E. Jerome that have been planning uses for; have also received a new donation of \$5,000 from them at the end of January.

Rhodes moved to approve claims, Pellett seconded. Claims approved.

4. **Reports from the Library Director**

a. **Staffing:** Need to upgrade mezzanine sound system (10+ years old and does not function appropriately). Consulting with Benji Nichols to make it more functional to support increased family programming. Nichols has provided some recommendations for upgrades (\$1200 range), may require a few pieces of new equipment.

Advertising for the RSVP Director position has begun (newspaper, DPL FB page, Iowa Workforce Development site, City site, Shopper, State Library listserv and with Social Work contact at Luther). Applications accepted until 5 p.m. Fri March 2 with goal to have candidate selected by March 16. Anticipated start date is April 2. Interview committee will include Beckendorf, Torresdal, and Chad or Wanda. Felde initiated discussion about role of RSVP advisory board in hiring process. Beckendorf clarified that RSVP Director reports to Library Director, not RSVP advisory board.

b. **Building:** Short-term building improvements and a review of space needs addressed under unfinished and new business.

c. **Budget:** Well-situated with the budget for this point in the year, even considering the extra building expenses related to the various plumbing and heating issues handled in the past month. Torresdal participated in the City Budget Workshop on Wed. Jan. 31; no questions/concerns

about the Library's general budget. Reported that special funding request for building needs was discussed briefly, with City Staff recommending that Council consider a General Obligation (GO) Bond or something similar this spring. Torresdal meeting with Chad to discuss that in the near future. The public hearing for the general budget will take place at the March 5 City Council meeting; it is anticipated that City Staff will set a date for a Council Budget and Finance Committee discussion of special funding requests sometime in the coming weeks.

d. **Statistics:** Circulation both in-house and via BRIDGES up this month. 178 people attended the "Remarkable Reptiles" program on Sat. Jan. 27.

Pellett asked if a hand stamp could be provided for self-checkout to mark book due date. Torresdal reported that patrons can sign up for text/email receipts, will consider receipt printer to include stamp.

e. **General Update:** Adult program series at Pulpit Rock continues to be successful. Family programs have been popular: 116 attended "The Magic of Isaiah" Sat Feb 10 in addition to the large crowd for the reptile show last month. Great turnouts for Dog Tales "Valentine's Day Pawty" and the Feb Happy Hour book group (a record-setting 28 attendees). Carmen's program featuring Chad Lewis (about haunted places in Iowa) drew 65 adults, including many new faces and more young people than usual—a big success.

Mark Muggli from the City's Historic Preservation Commission is attempting to have the Library added to the National Register of Historic Places. Such a designation would make the library eligible for federal and state funding for renovation/preservation, perhaps up to 45% of approved project cost. Torresdal will be meeting with Muggli with on Tues Feb 13 to discuss.

5. Friends of Decorah Public Library Report: Cynthia Peterson

Torresdal had requested \$6000 programming, Friends voted to award \$8000 in recognition for excellent response to programming (\$8000 was also awarded last year). Friends have simplified membership categories and changed bylaws to accommodate changes. Continuing to discuss fundraising and recruiting for open board position. Annual Meeting is April 23 at 7 p.m. – Rachel and David Faldet will speak.

6. Unfinished Business:

a. **Discuss Board Succession goals.** Board members suggested skillsets/professions to complement current board membership, including an attorney, construction experience, parents of young children, and emphasized need to balance ages and gender. Will discuss vacancies at March meeting. Would like to provide names to Mayor by end of April. Need to have nine members on board.

b. **Consider near-term building improvements.** Following January discussion of necessary small scale library renovations, Torresdal recommended painting East side of building (main floor, circulation area and staff workrooms), easy-to-clean solar shades for windows and some furniture replacement. Comfortable using the lowest bid for the painting project—will be \$3900 to evaluate this new vendor. Pellett moved to approve painting and shades and furniture purchases—painting bid for \$3900, \$3131 for solar shades, and furniture for a total of \$12,000 from the Memorial Fund. Felde seconded. Building improvements approved.

7. New Business

a. **Discuss DPL/Friends Memorandum of Understanding (MoU)** . Torresdal showed draft of MoU, will plan to take to next Friends meeting as well for input. Brooks raised question of Friends newsletter production support from DPL, Torresdal confirmed this is appropriate.

- b. **Consider Safe Child policy (fka Unattended Children Policy).** Developed in consultation with Roach. Brooks asked if policy will be shared, Torresdal confirmed it will be shared as necessary with parents, and discussed possibility of publicizing policy in poster about safety. Felde moved to approve Safe Child Policy, Pellett seconded. Policy approved.
- c. **Review space/programming needs.** Building Occupants Agreement with Toys Go Round historically has been three-year term. TGR would like to stay in the space. TGR is 501c3, does not pay for rent, utilities, library software, tech assistance, or copier usage. Based on priority space needs for library for structured area for crafts, staging/storage, programming, some discussion would be warranted about ability to subsidize organization. Board discussed need to prioritize the use of the space, discuss options and have ongoing conversation related to the library's mission.
- d. **Review trustee continuing education requirements for state accreditation.** 3-5 hours per year, need to start on this now and document completion, will submit accreditation next year. Discussed that completing 20 mins of continuing ed at every board meeting would total 3 hours. Board members should submit statement showing completed CEUs to Torresdal; she will start a spreadsheet.
- e. **Patron question.** Janelle Pavlovec asked about the relationship of the Safe Child policy to the Conduct policy. Torresdal provided Pavlovec a copy of the Conduct policy. Beckendorf invited Pavlovec to review the policy and share any questions or concerns with either Torresdal or Beckendorf.

8. Upcoming Meetings: March 12, April 9, May 14

Meeting adjourned at 4:58

Respectfully submitted,

Alexandra White, Board Secretary