

3/12/2018 Board of Trustees Decorah Public Library Meeting

Attendees: Pat Anderson, Andi Beckendorf, Ed Brooks, Scott Fjelstul, Jim Rhodes, Denise Tapscott, Kristen Torresdal, Alexandra White, Friends Representative Cynthia Peterson and patron Janelle Pavlovec.

Absent: Bob Felde, Cheryl Pellett

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

1. **Approval of Agenda for March 12, 2018.** Rhodes moved to accept the agenda, Anderson seconded. Agenda approved.

2. **Minutes from February 12, 2018.** Fjelstul moved to accept the minutes, Anderson seconded. Minutes approved.

3. **Claims for March 12, 2018.** (Expenses \$14,921.39, Revenue \$5607.97). Torresdal noted that Ricoh accidentally billed Library for \$37.81 related to previous service plan, which will be refunded. Rhodes moved to approve claims, Brooks seconded. Claims approved.

4. Director's Report

a. **Staffing:** RSVP Director position - two interviews scheduled for March 16. Torresdal, Beckendorf, Pankow, and City Clerk/Treasurer Hemesath will participate. Still aiming for Apr 3 start date; Barloon has offered to adjust her retirement if needed to allow for training time.

Tebbenhoff has announced her upcoming retirement; last day will be Fri Apr 27.

Torresdal hired two Luther students as part time library aides; both are working out well and will be here until mid-May. If scheduling aligns, one or both may return in Sept.

b. **Building:** Brennen's Painting has begun painting the East side of the main floor and the staff offices and break/storage room behind the circulation desk as of March 12. Project is progressing well and will likely be complete by end of week. In finalizing plans, Pankow discovered that Brennen's were not clear about the plan for two paint colors; they reworked their quote and it added about \$1,000 to the overall project cost (due to using additional equipment and darker colors, which require additional coats of paint/labor cost). With approval from Beckendorf, Torresdal moved forward with the project and plans to reduce furniture spending if needed to keep total project budget under the \$12,000 approved by the Board at Feb. 12 meeting. An anonymous donor gave \$1,200 to cover the cost of adding painting over the wallpaper above the arched windows on the West side of the building to the project.

Solar shades will be installed after painting is complete; banners will be hung thereafter. New matching atomic clocks have been purchased for all public areas of the building. Furniture is currently under discussion/investigation.

A new wireless mic and receiver has been purchased for use in the Mezzanine, it was used for programming on March 10 and worked very well. West Music provided a 21% discount on equipment, which was very much appreciated. Speakers expected to be installed the week of March 12 (cost will likely be less than \$500). Project anticipated to come in well below the projected cost of \$1,200.

The new copier is now set up for cloud printing; early reports indicate that patrons are excited about the update and find it simple to use.

c. **Budget:** Council passed the FY19 budget at the Mon March 5 meeting. There were no comments from Council or the public about the Library portion of the budget.

Original plan was that dates have been set for upcoming “visioning” meetings with City Council: Dept Head presentations Mon Mar 26; a bus tour Mon Apr 23; and a council goal-setting session Mon Apr 30. Torresdal confirmed in meeting that visioning meetings will be handled differently than planned, now will be doing some more discussion with city staff before these begin. Torresdal is putting together a presentation highlighting the building needs included in the special budget request

Expenses for professional services/programming higher than usual, this is intentional—focusing on these more, working on depleting Programming and Other Professional Service Exp. Line items because budget fiscal year ends in June. Friends pilot program funds also designated for program related expenses run through Dec 2018.

Six new PACS have been purchased and installed in the computer area; a number of those machines were aging out and several had already died. This is part of an ongoing plan to replace a percentage of tech equipment each year. Computer line item in budget is lower than usual, also purposeful, looking to save funds in this area for any future needs.

Torresdal reports that overall expenses are fine in building line item, despite completion of repairs associated with sewer, water, and heater.

d. **Statistics:** Program attendance and circulation up. Excellent attendance to Kitchen Science program. Public room usage higher due to RSVP tax program. Beckendorf asked about high usage of Ancestry, Torresdal reported this statistic is difficult to evaluate, and is reviewing whether to renew this service as it is a high cost (\$1700/annual).

e. **General Update:** Torresdal is working with White to partner on a pilot project with Luther College for June/July 2018, during which two Luther students will work on a library project under joint supervision from both Torresdal and involved Luther professors. Details forthcoming.

Torresdal will also be speaking to a Luther nonprofit management class in May and participating in a panel about new library directors at the Iowa Library Association Conference in Oct. 2018.

5. Friends of Decorah Public Library Report: Cynthia Peterson. At Feb 14 meeting, approved use of \$1000 funds for Mezzanine furniture, approved joint Memo of Understanding (MOU) between Friends and Library Board. Have new member, Kelly Coppola, joining at next Friends meeting. Seeking to fill one more vacancy.

6. Unfinished Business:

a. **Discuss Board Succession goals.** Three board members have terms expiring in July (Scott Fjelstul, Jim Rhodes and Denise Tapscott). Fjelstul would like to remain on the board, Rhodes and Tapscott will go off. Beckendorf presented the board with two candidates, both of whom are very interested. Anderson asked if meeting time would need to be adjusted to accommodate new members. Beckendorf confirmed that this will be discussed with candidates if they join. Board was invited to share any concerns or comments about candidates via email with Beckendorf by 3/16. After that date, Beckendorf will email the candidates to invite them

officially, and upon acceptance, will share the two new candidate names and Fjeltstul with Mayor for consideration.

b. Consider DPL/Friends Memo of Understanding (MOU). Anderson moved to accept MOU, Rhodes seconded. MOU approved.

7. New Business. Pavlovec raised concern about conduct of children aged 10-13 related to computer usage. She has observed some children becoming animated and loud while using computers, causing the table to shake. Inquired about previous signs that had been posted on computers that provided direction about behavior. Torresdal acknowledged the tables are not particularly sturdy and easy to jostle and that there have been not been substantial behavior problems recently. Torresdal explained process for reporting conduct concerns to staff and invited Pavlovec to contact staff with any issues. There are always two staff members present at library who can assist with disruptions like this.

Beckendorf and Torresdal confirmed handling conduct issues like this is more effective to do on a case-by-case basis. Torresdal also explained procedure in Conduct Policy (a copy of which was provided to Pavlovec in February Board meeting) in which parents are contacted about behavior problems when necessary. Torresdal also mentioned that there are plans to rearrange the main floor to partition areas for different purposes, which could help give children and adults using computers their own areas.

8. Upcoming Meetings: April 9, May 14, June 11

Meeting adjourned at 4:32 p.m.

Respectfully submitted,

Alexandra White, Board Secretary