

## 5/14/2018 Board of Trustees Decorah Public Library Meeting

**Attendees:** Pat Anderson, Andi Beckendorf, Ed Brooks, Scott Fjelstul, Kristen Torresdal, Alexandra White, and Friends Representative Cynthia Peterson and patron Janelle Pavlovec

**Absent:** Bob Felde, Cheryl Pellett, Jim Rhodes, Denise Tapscott

Beckendorf called meeting to order at 4:00 pm in the lower level meeting room. *At 4 p.m. we did not have a quorum. At 4:25 Scott Fjelstul arrived.*

1. **Approval of Agenda for May 14, 2018.** Anderson moved to accept, Brooks seconded. Agenda approved.
2. **Minutes from April 9, 2018.** Brooks moved to accept the minutes as corrected, Anderson seconded. Minutes approved.
3. **Claims for May 14, 2018.** (Expenses \$32, 806.30, Revenue \$3,095.37) Replaced seven staff office chairs (\$1700), annual renewal of online circulation system (\$3500). Memorial Fund expenses pre-approved. Anderson moved to accept claims, Brooks seconded. Claims approved.
4. **Staff Conversations.**
  - a. **Deanna Hageman.** Torresdal introduced RSVP Director to Board.
  - b. **Chopper Albert.** City telecom board asked Albert to develop business plan for city-owned fiber utility (meeting 5/14 at 5:30). If funds are available, would be able to do a full fiber utility as early as Fall 2019. Albert has investors lined up to build plant (\$6 million cost) and seeking for additional space for the telco. Would have eight or nine employees. Library location is cost-effective, outside of flood plain, preferable--not enough space also at City building. Would need office space and area for technology. Telco would pay library rent/utilities/cost-sharing. Wanted to give library a heads up on possibility if fiber utility goes through.

### 5. Director's Report

**a. Staffing:** RSVP Director Deana Hageman has been in place for three weeks now- transition is going well. Carina Yee will start training June 11 and will be working through the summer, prior to leaving for college at the end of August. No other staff changes on the horizon currently. We hope that two of current Luther students (Isabelle and Alex) will return in the fall. Staff evaluations will be taking place over the next 7 weeks; will be completed prior to year end on June 30.

**b. Building:** Several pieces of new furniture have been delivered- a loveseat for the Mezzanine purchased with Friends funds in honor of Gretchen Carolan's Aug 2017 retirement and a couple of chairs for the main floor purchased with Memorial Funds. Great reviews from public and staff. Staff have new office chairs, replacing those that they were broken or decrepit. Four banners have now been hung with more on the near-term agenda.

Water problems on Fri 5/4 after torrential rain--under investigation. Professional commercial roofers (Moss Roofing from West Union) will be coming to inspect soon. No major problems with rain/leaks since (as of 5.11.18)- believe it is due to the lesser intensity of rainfall.

**c. Budget:** The budget amendment caused some public consternation due to misleading publicity in a local media outlet. Everything moving forward as expected in regard to both the Library and the City budget (the City files an amendment every year).

City is going to move forward with bonding for library building and other department needs- selected top tier of structural/liability issues approx. \$120K for now. Roof repairs may be added to this list. Bond process will take some time but Council voted to approve City Manager signing contract with Karr Tuckpointing so that we can schedule our tuckpointing project (which will likely already be next season-2019).

**d. Statistics:** Room usage high due to tax season.

**e. General Update:** The two names being sent to the Mayor for appointment consideration will likely be on the May 21 Council agenda. Hanson Family Juggling and Unicycle show drew nearly 100 people on Saturday despite the fantastic weather and many other events going on simultaneously. Publicity for large scale SRP programs is starting to go out to schools now.

**5. Friends of Decorah Public Library Report: Cynthia Peterson.** Karla Brown has joined board as Secretary, Carolyn Mottley has joined as Treasurer. Had successful meeting. June meeting devoted to visioning for fundraising.

**6. Unfinished Business:**

a. **Board Succession update.** City requested to have new board members to fill out standard information/application form.

b. **Discuss Friends Liaison update appointment.** Anderson would like to step down from Friends Liaison position, seeking replacement. Will discuss at upcoming summer meeting .

**7. New Business.**

**a. Discuss Director performance review process and timeline.** Ask that Board members review job description and goals and review evaluation form and answer questions--forms are due June 4. Overall performance rating section--will ultimately include consideration of staff and City staff input; when individual Trustees fill out their forms, should select rating that represents their own view of overall performance. Beckendorf will review all evaluations (city and library staff) and compile results.

Beckendorf asked patron Pavlovec if she had any questions or comments to add, and Pavlovec replied she did not.

**8. Upcoming Meetings:** June 11, July 9, August 13

Meeting adjourned at 4:47 p.m.

Respectfully submitted,

Alexandra White, Board Secretary