

6/11/2018 Board of Trustees Decorah Public Library Meeting

Attendees: Pat Anderson, Andi Beckendorf, Ed Brooks, Bob Felde, Scott Fjelstul, Cheryl Pellett, Jim Rhodes, Denise Tapscott, Kristen Torresdal, Alexandra White, Luther College students Keanna Belau and Collin Kern, and patron Janelle Pavlovec. Also in attendance were members of Jim Rhodes' family (Mark, Britt, and two grandchildren).

Absent: Friends Representative Cynthia Peterson

Beckendorf called meeting to order at 4:01 pm in the lower level meeting room.

1. **Approval of Agenda for June 11, 2018.** Agenda approved by Board.

2. **Minutes from May 14, 2018.** Anderson moved to accept the minutes, Rhodes seconded. Minutes approved.

3. **Announcements.** The Board extended gratitude to retiring Board members Jim Rhodes and Denise Tapscott for their service the library. Rhodes has provided 30 years of service to the library.

3. **Claims for May 14, 2018. (Expenses \$11,437.15, Revenue \$5, 843.52).** Peterson moved to accept claims, Anderson seconded. Claims approved. Memorial Funds are all designated -- many are for summer reading program. Working to expend budget line items until end of fiscal year, including replacing aged computers.

4. **Luther College Social Impact Research Program student introductions.** Torresdal introduced Luther College students Keanna Belau (management major) and Collin Kern (social work major) who are fellows this summer working with Torresdal on a project. White is one of the students' faculty advisors and mentioned that there is a final project showcase in late July, to which all Board members will be invited. Date will be shared when established.

5. Director's Report

a. Staffing: Carina Yee started training today; Carmen Buss will increase hours to 32 per week beginning July 1. The summer schedule has taken effect. No other changes in staffing are anticipated at this time.

b. Building: New café-style tables and chairs have been ordered for the Mezzanine, as well as new folding tables for the public meeting room. New seating for the children's area will be ordered soon. Jeff Scott of Driftless Gardens is preparing a quote for regular maintenance of our landscaping; he anticipates being able to do an initial upkeep visit soon with a larger-scale revamp in a month or so (adding some plants to fill in winterkill and mulching).

Moss Roofing inspected the roof and is preparing some additional feedback for us about recommended options and associated costs.

c. Budget: Good shape for fiscal year-end; the last day to submit claims to City Hall is June 22. Torresdal will provide a recap of the year's finances at the July meeting.

d. Statistics: Talking with RSVP Director - will change reporting of statistics. Volunteer stations report hours served and don't have them by 1st of month. Felde raised question about investments, Torresdal communicated there are \$171,253.78 in investments at end of May, and \$25,253 - Cash on Hand, and confirmed this is in Memorial Fund.

e. General Update: The Council approved the two recommended Board appointees, Andy Hageman and Elliott Johnson, at the May 21, 2018 meeting. Hosted our first summer reading program on Wednesday, the Eulenspiegel Puppet Theater, and had 91 attendees.

5. Friends of Decorah Public Library Report (Pat Anderson). Friends meeting was on May 9 - discussed membership expiration notification. Next meeting will focus on visioning on short- and long term goals and pin down fundraising opportunities.

6. Unfinished Business:

a. Update on Director Evaluation process. Beckendorf and Torresdal shared that there was 100% board participation in review process. Tallying up rankings and comments to share with Torresdal (comments will be anonymous). Pankow sent tabulated results from staff. Chad and Wanda also submitted evaluations.

7. New Business.

a. Discussion and possible action on Friends Liaison position vacancy. Reminder that Anderson is stepping down from Friends Liaison role and need replacement from Board. Friends meetings are the 2nd Wed of month on 9:30 a.m. (except for July and August, when there are no meetings. If interested, Board members are encouraged to speak with Anderson, Beckendorf or Torresdal.

Additionally, Board is seeking a member to take over as Secretary beginning in August. Please contact Beckendorf if interested.

Due to Board members' schedules, Anderson moved to change the August meeting from August 13 at 4 p.m. to August 1 at 4 p.m. Pellett seconded motion. Revised date of August 1 at 4 p.m. was approved.

8. Upcoming Meetings: July 9, August 1, Sept 10

Meeting adjourned at 4:27 p.m.

Respectfully submitted,

Alexandra White, Board Secretary