

4/9/2018 Board of Trustees Decorah Public Library Meeting

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

Absent: Denise Tapscott

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

1. **Approval of Agenda for April 9, 2018.** Agenda approved by Board.
2. **Minutes from March 12, 2018.** Rhodes moved to accept the minutes as corrected (Fjelstul misspelled), Anderson seconded. Minutes approved.
3. **Claims for April 12, 2018.** (Expenses \$19,148.17, Revenue \$3,467.17). Torresdal noted usual elevator inspection fee (\$2000). \$700 revenue from sale of used library furniture. Received free-will donations of \$100 from Bone Broth course. Fjelstul moved to accept claims, Pellett seconded. Claims approved.

4. **Director's Report**

a. Staffing: Incoming RSVP Director Deana Hageman's first day is Mon 4/23, will be here to do some training with Kathy week of 4/9. Kathy's public reception is Friday 4/13, 3-5 p.m. Kathy will be away the week of 4/16 but may return part-time the following week, depending upon training needs. Carol Tebbenhoff's last day is Fri Apr 27--will have small, staff-only get together as per her preference.

b. Building: Painting and solar shade projects are complete (minus one shade that was sent in the wrong size by the manufacturer and has since been reordered in the correct size). Major reorganization of the children's and young adult area of the library has also been done in conjunction with this project. County has confirmed they will pick up their large drafting table.

Several pieces of new furniture have been ordered locally through Storey-Kenworthy and should be arriving in a few weeks (a loveseat for the Mezzanine purchased with Friends funds in honor of Gretchen Carolan's Aug 2017 retirement and several chairs for the main floor purchased with Memorial Funds). Used furniture sale is continuing to be beneficial in clearing out older items that are no longer in appropriate condition for a public building, and in making more space in our storage areas. Additional face-out bookshelves have been hung in the young adult and children's area and banners will be hung in the near future.

Mezzanine sound system upgrades have been completed and it works (and sounds) much better than it ever has. West Music sold new items at discount and Benji Nichols offered excellent assistance with process.

c. Budget: “Visioning” process with Department Heads, City Staff, and Council still to come. . Half of the Department Heads (including Torresdal) briefly outlined anticipated capital improvement plans for the next 5-10 years at the Mon 3/19 Department Head meeting (with City staff and the Mayor present). The other half has not yet presented, nor have presentations before the Council been rescheduled (they were originally slated for Mon 3/26).

Torresdal believes that City Manager Bird may approach Council at the Mon 4/16 meeting about approving entering into a contract with a tuckpointing firm to tuckpoint the exterior of the library. Even if it is approved and a contract signed with the firm in the near future, work may not begin until the 2019 or 2020 season (due to the firm’s busy schedule.) Quoted cost is \$34,000 which would likely be part of a larger potential GO Bond issued for that and other capital improvements projects.

d. Statistics: Torresdal praised staff for providing 48 programs in just 21 days. Pellett asked about Ancestry subscription, Torresdal confirmed that library did not renew the \$1700 annual subscription, have not heard any concerns from patrons.

e. General Update: White has received approval from Luther College to move forward with the proposed College/Library pilot project, so Torresdal and White will meet in the near future to discuss further details.

Torresdal is currently participating in a 5-week personnel management class through the University of Wisconsin-Madison and recently registered for another class called “Creating an Extraordinary Work Environment” t throughout the month of June (also through UW-Madison).

National Library Week is taking place April 8-14; a variety of activities are scheduled for all ages and we are also offering fine amnesty all week long. Full details are available on our website or Facebook page.

Hosting the Hanson Family Juggling and Unicycle show on Saturday (4/14) for children and families and acclaimed nature photographer Mark Hirsch will be here to do a presentation and book signing on Wed. 4/18 at 6:30 pm.

5. Friends of Decorah Public Library Report: Cynthia Peterson. The Friends annual meeting, featuring Rachel and David Faldet, will take place at 7 pm Mon. 4/23. Now have Facebook page for Friends, includes new membership categories and link to PayPal account for donations. Hope to announce joining of two new Board members.

6. Unfinished Business:

a. Discuss Board Succession. Beckendorf will be submitting letter to Mayor to request reappointment of Scott Fjelstul and requested appointment of Elliott Johnson and Andrew Hageman.

7. New Business.

a. Consider designated Memorial funds Purchase proposal. Torresdal reviewed purchase proposal for Memorial Funds donated in memory of Joey Headington. Total proposal is \$4212, which includes \$805 for laptop charging/storage cart for 24 laptops, \$1400 for 10 educational tablets, \$190 for preschool divided shelf for toddler area, \$275 for new carpet in toddler area, \$850 for bench seating, \$520 cube seating, and \$172 for stools for Lego table. Pellett moved to accept the proposal as outlined, Felde seconded. Proposal approved for purchase.

b. Review and reaffirm Intellectual Freedom Statement. Rhodes moved to reaffirm Intellectual Freedom Statement, Anderson seconded. Statement reaffirmed.

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

Meeting adjourned at 4:31 p.m.

Respectfully submitted,

Alexandra White, Board Secretary