

7/9/2018 Board of Trustees Decorah Public Library Meeting

Attendees: Pat Anderson, Andi Beckendorf, Ed Brooks, Bob Felde, Kristen Torresdal, Alexandra White and Friends Representative Cynthia Peterson

Absent: Scott Fjelstul, Andy Hageman, Elliott Johnson, Cheryl Pellett

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

- 1. Approval of Agenda for July 9, 2018.** Agenda approved by Board. Anderson moved to approve, Felde seconded. Agenda approved.
- 2. Minutes from June 11, 2018.** Anderson noted error in minutes: Pellett (not Peterson) made motion to approve claims. Anderson moved to accept the minutes as corrected, Felde seconded. Minutes approved.
- 3. Election of Board Members, Committee Appointments, and setting of Board meeting and times.** Beckendorf nominated as Board President, Anderson nominated as Board Vice President. Felde moved to elect Beckendorf as President and Anderson as Vice President, Brooks seconded. Elections completed. No new nominations for Secretary, topic to be moved to further discussion.
- 4. Claims for June 22, 2018. (Expenses \$12,955.96, Revenue \$4,982.65).** New mezzanine furniture and folding tables arrived. Felde moved to accept claims, Anderson seconded. Claims approved.
- 5. Director's Report**
 - a. Staffing:** College students will be returning and Torresdal will evaluate schedule needs for fall. Staff evaluations have been completed and a list of goals and projects identified for the coming year.
 - b. Building:** New café-style tables and chairs have been installed in the Mezzanine, along with new folding tables in the public meeting room. Jeff Scott of Driftless Gardens has submitted a quote for regular maintenance of our landscaping (approx.. \$100/monthly); his crew did an initial rough run-through for weeds and will return later in July for larger-scale updates (approx. \$850).
 - c. Budget:** Building/furniture/technology improvements worth \$62,298 this fiscal year. Came in under budget at year end. Torresdal has not yet received the accounting of June investments.
 - d. Statistics:** While circulation appears to decline as compared to last year, in fact it has not--higher numbers last year were skewed by Ancestry searches (by searches, not by unique users). Huge increase in number of programs compared to last year (452, 38/month). Most recent hours for volunteers not filled in yet.
 - e. General Update:** Luther College Social Impact Fellowship project at halfway point. Student showcase scheduled for Wed July 25 at 1-2:30 pm, Luther College 1-2:30 p.m--all are welcome. Summer reading program continues for three more weeks with reading incentives and special programs.

6. Friends of Decorah Public Library Report (Cynthia Peterson). June 13 meeting had planned to do “visioning” but spent time discussing ways to revitalize support in community (such as re-establishing connections with local businesses) and generate ideas for new membership. September meeting will focus on visioning. Oct 21 - 27 is Friends of Library Week - hoping to do some recruitment that week.

7. Unfinished Business:

a. Appoint new Friends Board liaison. Beckendorf moved to discuss this topic at the August 1 meeting, White seconded. Approved.

b. Discussion and possible action on Director Evaluation Executive Summary. Anderson moved to discuss this item at the August 1 meeting, oved, Felde seconded. Approved.

8. New Business.

a. Discussion Board orientation and continuing education requirements. Torresdal and Beckendorf are providing orientation for new Board members. Beckendorf mentioned that there will be expectations for Board members of 3-5 hours continuing education per member per year, as required by the new accreditation format. Board discussed approaches, including completing this education through State of Library website (recorded webinars).

b. Consider approving expenditure of up to \$5,000 for near term roof patching/repair. Torresdal explained roof repair needs--Moss Roofing will be need to complete rubber patching (important to do before winter), and also noted additional work to be done for shingles (different roofing company will come to provide estimate). Brooks and Felde raised questions about needs for technical expertise for the board to advise on repairs, Torresdal assured that Pankow provides expertise and research to support needs, and thus no other assistance is needed at this time. Brooks moved to approve expenditure, Felde seconded. Expenditure approved.

9. Upcoming Meetings: August 1 (*note date change from Aug 13*), Sept 10, Oct 8. NOTE -- White will miss Aug 1 meeting due to travel, Anderson kindly volunteered to take minutes for this meeting.

Meeting adjourned at 5:02 p.m.

Respectfully submitted,

Alexandra White, Board Secretary