

9/10/2018 Board of Trustees Decorah Public Library Meeting

Attendees: Pat Anderson, Andi Beckendorf, Ed Brooks, Bob Felde, Andy Hageman, Elliott Johnson, Cheryl Pellett, Kristen Torresdal, Alexandra White, and Friends Representative Cynthia Peterson. Joan Roach and Jon Pankow attended to present information at meeting.

Absent: Scott Fjelstul

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

- 1. Approval of Agenda for September 10, 2018.** Agenda approved by Board.
- 2. Approval of Minutes from Aug 1, 2018.** Brooks moved to accept the minutes, Hageman seconded. Minutes approved.
- 3. Election of Board Secretary.** Beckendorf presented candidate Alexandra White as Board Secretary for 2018 - 2020. Pellett moved to accept nomination of White as Board Secretary, Brooks seconded. White elected as Board Secretary for 2018 - 2020.
- 4. Claims for Sept 10, 2018. (Expenses \$20, 687.19, Revenue \$21,216.82).** Ramped up book ordering per usual cycle. Anderson moved to accept claims, Johnson seconded. Claims approved.
- 5. Staff Report.** Joan Roach provided summer reading recap and fall program review, Library offered 8 weeks of programming at a cost of \$1.80 person. A very busy summer, incorporating some new things and some consistent programming. Online registration effective in drawing more adults/teens, reduced children registration only slightly. Family events so popular that we may need to limit attendees. Summer reading program ended before Nordic Fest, as large August programs are not profitable. Weekly raffle for summer reading program worked well and allowed readers to to enter online. Roach discussed new Fall programming, is testing new preschool storytime on Thursdays afternoon twice a month, changing Dog Tales to Tuesday. Will offer four Connect programs, including cooking classes, sculpture installations, artwork, and holiday baking. Will also have three large family programs (one of which was RAD Zoo).
- 6. Director's Report**
 - a. Staffing:** Luther student workers Alex and Isabelle have returned and fall schedule has begun.
 - b. Building:** Water came in through leaky roof in the last round of major rains (Sept 2-4); confirmed with both of roofing companies that we will need repairs (flat roof and shingled). Several other building items are discussed under "New Business"
 - c. Budget:** On target for this point in the fiscal year. Torresdal has received notification from Winneshiek County that library will receive \$90,805 this year (up from \$88,695 in FY18). The Winneshiek County librarians will return to ask for FY20 funding sometime in Nov/Dec 2018.
 - d. Statistics:** Reviewed.

e. General updates: Vandalism incident on Labor Day involving six minors, which has been reported to the Decorah Police Department, per Library policy. Given minimal dollar value of the damage, DPL will not be pressing criminal charges.

Parents of those minors will be contacted and a six-month ban from the premises will be enforced, as dictated by policy. Board discussed incident, suggested ideas related to reparations.

DPL branded hooded sweatshirts have been ordered for fall and should arrive by the end of the month. Upfront costs were paid out of the Memorial Account but will be recovered through sweatshirt sales.

7. Friends of Decorah Public Library Report (Cynthia Peterson). Meeting Wed (9/12) for first Fall meeting.

8. Unfinished Business:

a. Review space priorities. Torresdal - no report to TGR. Letter was delivered, have not heard response from TGR. Felde asked about format of letter, Beckendorf confirmed it was same type of notification.

9. New Business.

a. Discussion of course of action for air conditioner replacement. Pankow, who will be project point on this, discussed options. There are two main options: 1) move it to roof with other equipment (preferred) or 2) keep on loading dock. Current location on loading dock makes it complex as dock is disintegrating, will need to repair ramp and loading dock. Benefits of having AC unit on roof: out of way, with other HVAC equipment, reduce noise from loading dock, which currently impacts library staff in large print area. Also creates more accessibility on loading dock, which is used regularly for large print, cardboard recycling, book recycling and equipment shipping. Will require cost of engineer (\$1800 estimate, Casper's has recommended an individual) to look at roof and evaluate. AC would be put on new part of roof/building (roof does need patching). Lifetime is coming for roof/shingling in few weeks. AC contractor will have to work closely with roofing contractor - will have to build platform. Cost estimated - \$7000-\$8000.

Beckendorf raised motion to approve an amount not to exceed \$2000 to hire an engineer to evaluate roof for possible relocation of AC unit. Funding for engineer will come out of the Building line item. Pellett moved, Anderson seconded. Motion approved. Torresdal hopes to engage engineer before Oct 8.

b. Consider purchase of interior office window treatments; East side lighting/ballast maintenance. Torresdal proposed updating existing old metal blinds from 1990s to more efficient treatments, at a cost not to exceed \$2000. Bank of lights in mezzanine needs new ballasts (was not included in LED update) and lights need replacing (1 of 16 is operable). Cost to repair lights/ballasts with scaffolding \$1850.

Pellett moved to spend up to \$4200 on the interior office window treatments, lights and ballasts. Johnson seconded. Motion approved. Funding note: lighting/ballast work will come out of Building line item, window treatments will come out of the Memorial fund.

c. Discuss cracks in ceiling of covered parking area. Appears these occurred after construction (patched/primed and faded), unclear whether they have worsened. Does not appear critical but unsure. May have engineer look at cracks as part of planned visit to evaluate the roof.

d. Consider staff request for leave of absence without pay. Roach's request is for longer period of time than previous leave requests. Torresdal agrees with leave, has plan for coverage and will keep Board apprised of plan. Pertinent time is mid-January - end of March. Torresdal has no concerns about workflow or programming to cover absence. Would be able to bring person in for contracting, and staff can still schedule vacations. Pellett moved approval of leave of absence for Roach, Johnson seconded. Motion approved.

9. Upcoming Meetings: Oct 8, Nov 12, Dec 10

Meeting adjourned at 5:20 p.m.

Respectfully submitted,

Alexandra White, Board Secretary