

## 11/16/2018 Board of Trustees Decorah Public Library Meeting

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

**Absent:** Andy Hageman

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

**1. Approval of Agenda for November 16, 2018.** Agenda approved by Board. Anderson moved to accept the agenda, Pellett seconded.

**2. Approval of Minutes from October 8, 2018.** Pellett moved to accept the minutes, Johnson seconded. Minutes approved.

### 3. Public Comments

- a. **Ana Olson Johnson, TGR Toy Lending Library Board President (10 min).** Johnson read a prepared statement requesting that the Board consider extending TGR occupancy until June 30, 2019.
- b. **Guests.** Eight people were in attendance. Beckendorf invited visitors to speak if they chose, visitors chose not to speak.

**4. Claims for November 16, 2018. (Expenses \$30,354.04 Revenue \$17,927.34).** Fjelstul moved to accept claims, Pellett seconded. Claims approved.

### 5. Director's Report

**a. Staffing:** Completed arrangements for coverage during Roach's leave (Dec 2018-Mar 2019). Will continue with all library programming as usual and have a number of skilled and experienced individuals and partner organizations to rely on.

**b. Building:** Pankow and Torresdal met with City Administrator Bird and City Clerk/Treasurer Hemesath on Oct 30 to discuss building improvements and budget, including the A/C unit and roof repairs, as well as the possibility of hiring a general contractor to oversee upcoming building projects. A/C unit has been ordered, anticipate it will be installed and ready for service during the 2019 season. Council will discuss bonding for library and other City Dept infrastructure projects in the next month as part of the budget process. Bird has helped Library make contact with a general contractor to discuss this possibility.

**c. Budget:** Budget re-estimates for FY19 are due Nov 23 and a proposal for FY20 is due Nov 30. State funds have been received for the current fiscal year- about \$1000 more than last year (in part due to a 6% funding increase for them, and in part due to reimbursement for increasing circulation of multiple copy book sets to book groups across the state).

**d. Statistics:** Provided 46 programs for 980 attendees in October and had similarly high numbers in November. 250 attendees for Patty Shukla performance on Sat Oct 17, much positive feedback from attendees. Self-checkouts are on the rise (141 in Oct) and continued growth in the use of e-books and digital audiobooks via the BRIDGES program--a new record number of users (384) for October.

Increasing usage is likely also bolstered by recent expenditures for additional online items that are in high demand.

**e. Accreditation:** Accreditation application available online by early December 2018; due at the end of February 2019. Will continue to review policies and discuss plan for the next three years between now and February; those are the remaining pieces of work needed prior to submitting application. As part of planning process for accreditation, need to select several 'service roles' and craft several objectives for each, plus a timeline for implementation (action item discussed under 9c, New Business).

**f. Miscellaneous:** Community survey created by Luther students Colin and Keanna as part of the Social Impact Research Fellowship is ongoing until Nov 24. Promoting survey via all media outlets, including a current KDEC radio ad. As of Tuesday Nov 13 have received 159 responses. Will share data from survey in December meeting.

**7. Friends of Decorah Public Library Report (Cynthia Peterson).** Good number of responses (140) to fundraising drive through letter from existing members, but not many responses from new members. 39 memberships via Paypal. Friends approved \$8400 funding request from library for 2019: \$6,000 for library programming, \$2,400 for 6 months advertising with KDEC, and \$1,000 for new large print books. Noted that library has been very good about providing clear reporting to Friends about programming details. Torresdal noted that this is the third consecutive year of Friends providing programming support to the Library, and expressed gratitude to Friends for their continued support.

**8. Unfinished Business.** No unfinished business.

**9. New Business.**

**a. Formally consider TGR's request to extend occupancy to June 30, 2019.** Beckendorf proposed moving the date to Friday June 28, since June 30 is a Sunday (library closed this day). Board discussed whether June date presents any problems for programming, Torresdal confirmed it does not. No further discussion from Board on June date. Felde moved to extend occupancy to Friday June 28, 2019, Anderson seconded. Board approved request to extend TGR occupancy to Friday, June 28, 2019.

**b. Consider Library policy updates.** Torresdal presented several revisions to the Library Service Policies service policy to correct inaccuracies and redundancies. Anderson moved to accept policy document as revised, Pellett seconded. Revised Library Service Policies document approved.

**c. Discuss library roles and goals/objectives for accreditation application.** Beckendorf requested each board member send a goal for each of the three focus areas in the Library Service Responses by Monday 11/26, which she will compile before December meeting. These three focus areas as highlighted in the document shared with the Board include: *Satisfy Curiosity and Life-long Learning*, *Stimulate Imagination: Reading, Viewing and Listening for Pleasure*, and *Visit a Comfortable Space: Physical and Virtual Spaces*. Plan is to discuss these responses at both December and January meetings.

**9. Upcoming Meetings:** Dec 10, January 14, February 11.

Meeting adjourned at 4:33 p.m.

Respectfully submitted,

Alexandra White, Board Secretary