

10/8/2018 Board of Trustees Decorah Public Library Meeting

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

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

1. **Approval of Agenda for October 8, 2018.** Agenda approved by Board.
2. **Approval of Minutes from September 10, 2018.** Beckendorf noted correction to 9a) -- should be \$35,000 - \$45,000 for total cost. Anderson moved to accept the minutes as corrected, Johnson seconded. Minutes approved.
3. **Claims for October 8, 2018. (Expenses \$11,076.35, Revenue \$4,848.74)** Pellett moved to accept claims, Felde seconded. Claims approved.

5. Director's Report

a. Staffing: Close to completing arrangements for coverage during Roach's leave (Dec 2018-Mar 2019); will share concrete details with Board and schedule information once finalized. In addition to having a highly skilled and experienced individual who will complete a variety of programming activities on contract, will also have program dates in place for collaborations with partner organizations including Winneshiek County Farm Bureau, GreenIowa Americorps, and Winneshiek County Conservation, among others. Family programs have been scheduled once a month for this time period. Luther student Levi Bird began training for the Library Aid position on Oct. 2.

b. Building: The structural engineer indicated that the Library roof would be suitable in its present condition to hold the weight of a new air conditioner unit (without adding any structural supports). Recommendation Pankow and Torresdal meet with City Administrator Chad Bird to discuss pros and cons of the location of the new unit (roof or dock) and the related costs, as this is one of the projects that the City will be paying for as agreed previously when discussing special budget considerations and bonding. Moss Roofing of West Union returned to do some more patching on the roof early last week- during the last round of rains at the end of the week we did not have water leakage in the tiled hallway near the large print office and the restroom. Confirmed that there are multiple problem areas on (or visible from) the roof, including cracks in the stucco on the elevator shaft and a failing tin roof on top of it, another subject to discuss with Bird. The scope of the problems with the roof and other building structures indicates need for larger (and more expensive) series of projects, which would mean working through the decision making process with City staff.

The window treatment project discussed in Sept is being reconsidered after determining that previous quote did not incorporate all associated costs. New quote was over \$3000 which seemed too costly for the small area, so staff are reevaluating needs and options. The row of lights in need of ballast upgrades and conversion to LED bulbs has been completed; invoice has not yet been received but work was done in a shorter-than-anticipated time and was able to be done by ladder rather than scaffolding or a lift, so it should be less expensive than projected.

Two new end tables and 8 new 'work table' chairs have been delivered and are situated on the main floor near the YA section. Cube and bench seating for the children's area will arrive.

City Safety Committee performed their annual inspection and noted several areas to address, all of which have been remedied or were already included on our building project list for the coming year. The

appropriate response form was filed with City Hall indicating anticipated project completion dates. Two of the longer-term project items included are the disintegrating cement on the loading dock and the exposed wiring on the drinking fountain in the lower level.

c. Budget: Budget re-estimates for FY19 will be done later in Oct/early November. On track for the year and no major changes anticipated.

d. Statistics: Have loaned more multiple copy book set copies than regular interlibrary loans in the past year--working on streamlining this process and making it sustainable, as it increases the reimbursement from the State Library.

e. General updates: Hageman hosted a successful RSVP Volunteer Appreciation event at Nob Hill on Wed. Oct. 3. DPL staff member Mark Whelan provided music, and Nick Chill took photos. Roach and Torresdal attended the Iowa Library Association Conference in Cedar Rapids on Oct 3-5. Seeking ways to increase our training budget line in future years so that more staff members are able to travel to continuing education events- online classes and conferences are useful but cannot simulate in-person experiences available. Making training opportunities available to all staff is one of the items included in the State Library Reaccreditation checklist and is considered a high priority for all libraries.

The community survey created by Colin Kern and Keanna Belau as part of the Social Impact Research Fellowship from Luther will go live in October (they're doing a few final updates first)- publicity will be coming soon. Hoping for a good response rate- participants will have the opportunity to be entered into a raffle for one of (10) \$20 Chamber Dollar prizes.

7. Friends of Decorah Public Library Report (Cynthia Peterson). Have new graphics and new insert describing Friends and new members.

8. Unfinished Business:

a. Discuss air conditioner replacement. Engineer looked at blueprint and sent back letter - roof is able to withstand 900 lbs of unit without additional structural bolstering. If unit placed within 15 ft of edge of roof, will need to put a railing up there for safety, which would add cost. Recommendation is to take that information about dock location and roof assessment to Bird and discuss next steps. Cracks will not pose problem currently but if we continue to have water in building that it could pose problem if it freezes.

9. New Business.

a. Consider alternate November meeting date. New date is November 16 at 4 p.m.

b. Consider dates for holiday closure. Proposed closure for for full day on 12/24 and 12/31. Fjelstul moved to accept closure dates, Johnson seconded. Closure dates approved.

c. Consider Library policy updates. Discussed a few updates needed in collection development policy (3a - remove "Ultimate responsibility for selection rests with the Library Board of Trustees.") Pellett moved to accept recommended changes, Anderson seconded. Meeting Room Policy updated per changes in scheduling. Brooks moved to accept recommended changes, Pellett seconded. Policy updates approved.

Beckendorf shared announcement that TGR submitted a response on 10/2 about the ending of the building lease and requested the Board extend the deadline. Board has received copy of letter via email. Since item was not on the October agenda, will schedule time for this item on November meeting. Purpose of item will be for Board to listen to TGR and discuss later, it is not a dialogue.

DPL library sweatshirts are available in various sizes for \$35.

9. Upcoming Meetings: Nov 16, Dec 10, January 14

Meeting adjourned at 4:37 p.m.

Respectfully submitted,

Alexandra White, Board Secretary