

12/12/2018 Board of Trustees Decorah Public Library Meeting

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

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

1. **Approval of Agenda for December 12, 2018.** Agenda approved by Board.
2. **Approval of Minutes from November 16, 2018.** Minutes approved by Board.
3. **Claims for December 12, 2018. (Expenses \$7,792.93, Revenue \$609.82).** Pellett moved to accept claims, Felde seconded. Claims approved.

5. Director's Report

a. Staffing: Luther students are leaving for holidays; two will be back for J-term and 2nd semester and one is graduating. Torresdal may end up hiring another Library Aide in the near future to cover a few evening/weekend shifts. D. Hageman and Torresdal are discussing hiring a Volunteer Coordinator for RSVP (a return to previous staffing levels, not a new position). Volunteer numbers have been steadily increasing (386 at current count) and could help significantly to manage this. If done, position will be funded via RSVP grants (as is the case for the entire program).

b. Building: Torresdal will attend City Finance Committee meeting at 5 p.m. Monday Dec 10 (immediately following Board meeting) for discussion about bonding for City department needs (including DPL).

c. Budget: DPL Board Finance Committee reviewed and approved FY20 budget proposal; Torresdal submitted it to City Clerk on 11/26. The Winneshiek County Library Directors will present their funding requests for FY20 to the Winn. Co. Board of Supervisors on 1/7.

d. Statistics: No noteworthy statistics to report.

e. Accreditation: DPL community survey closed on 11/24: 226 people participated. Results are being analyzed and a report will be generated for the Board to review prior to the January meeting. Library staff will also have the opportunity to review results and provide input at an all-staff meeting in later Dec. or early Jan. Very positive feedback in general, and included many ideas for programming and many suggestions reinforce current plans for building updates.

f. Miscellaneous: New radio advertising on KDEC (includes ad for survey and one requesting community support for Friends) generating positive interest. Next ad will be recorded on 12/19.

Toys Go 'Round received large donation from 100+ Women Who Care.

7. **Friends of Decorah Public Library Report (Cynthia Peterson).** Jane Kemp did a quick promotion on Facebook for Giving Tuesday and raised nearly \$600. Will do this promotion again next year, and are also looking at other fundraising ideas.

8. Unfinished Business.

- a. **Discuss library roles and goals/objectives for accreditation application.** (Board agreed to postpone discussion of this item to January due to Torresdal's meeting with City at 5 p.m. immediately after Board meeting.)

9. New Business.

a. **Consider proposal for updates to west side of building (interior).** Torresdal presented proposal of \$15,804.86. for building furniture purchase updates for the west side of the building in two phases and previously discussed furniture purchases. Price quote includes special vendor pricing discounts for December purchases. Costs for the project would be covered in current budget due to savings in other line items. Updates will allow improved sight lines to windows, inviting patron seating, and enable west side to better match updates done to Children/Youth area on east side. Updates will work with existing carpet, as it is logistically problematic to replace carpet due to previous installation and cost prohibitive (most recent quote for replacing all building carpet was \$35,200)

Pellett moved to approve up to \$16,000 for Phase 1, 2 and previously discussed furniture purchases as outlined in proposal. Anderson seconded. Purchase approved.

b. **Consider proposal for deep cleaning contract.** Torresdal presented quote from Service Master for \$1453 for an annual cleaning of interior windows and other necessary building cleaning. cleaning from Service Master. Service Master did this type of cleaning last year and it was very successful. Fjelstul moved to approve proposal for \$1453 for deep cleaning, Johnson seconded. Proposal approved.

c. **Consider library policy updates.** Torresdal shared update to Internet Public Use Policy. Pellett moved to approve revised policies, Hageman seconded. Policy updates approved.

Beckendorf asked visitor Janelle Pavlovec if she had a comment or question, Pavlovec did not.

9. Upcoming Meetings: January 14, February 11, March 11.

Meeting adjourned at 4:44 p.m.

Respectfully submitted,

Alexandra White, Board Secretary