

1/14/19 Board of Trustees Decorah Public Library Meeting

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

Absent: Elliott Johnson

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

1. Approval of Agenda for January 14, 2019. Agenda approved.

2. Approval of Minutes from December 12, 2018. Felde moved to approve the minutes, Pellett seconded. Minutes approved.

3. Claims for January 14, 2019. (Expenses \$19,347.17, Revenue \$15,145.68). Torresdal noted DPL sweatshirt sales have been successful, have sold almost all. Pellett moved to approve claims, Fjelstul seconded. Claims approved.

5. Director's Report

a. Staffing: Advertising for both an RSVP Volunteer Coordinator and a DPL Library Aide or Assistant I by the end of January.

b. Building: City Council voted unanimously on 1/7 to approve the GO Bond for City department capital improvement project including the Library, City Hall, Water Dept, and Fire Dept, to an amount not to exceed \$750,000. Approx \$308,00 will be for top priority DPL projects (roof, A/C, tuckpointing, stucco repair, gutter repair/replacement, dock replacement, exterior stairs repair, interior painting, flooring, and furniture). Working with City staff to identify suitable potential general contractors to oversee the structural pieces of the project.

Historic globe lights have been converted to LEDs and exposed wiring has been covered. Interior of the globes will be cleaned this spring.

ServiceMaster has been on-site this week to complete annual deep cleaning project.

Furniture has been ordered for the update to the west side of the building, in conjunction with the project/funding approved at the December 2018 DPL Board meeting. The Friends have begun discussions about replacing furniture in the Postal Room, in conjunction with this project, no decisions yet.

In summer/fall 2019, DPL will begin to revamp the three rooms formerly occupied by DGA and WCHS to be multi-purpose community classroom/programming/meeting space. The Joey Headington Memorial fund donated \$2,200 in December 2018 to be used for updates to the space. Torresdal applied for a Winneshiek County Community Foundation grant on 1/10 to cover the other half of costs for new furniture (tables, chairs) and a smart TV for one of the three rooms. Additional funds will be needed to revamp the other two spaces.

c. Budget: The Drew and Cheryl Pellett Family Fund of the Winneshiek County Community Foundation generously donated \$2,412 in December 2018. Funds are designated for program expenses.

The City budget session to discuss FYE 20 departmental budget requests is tentatively scheduled for 4 p.m. on 2/4. The Winneshiek County Library Directors presented their funding requests for FY20 to the Winn. Co. Board of Supervisors on 1/7. Award decisions will be announced at a later date.

d. Statistics: A row has been added for number of unique BRIDGES users; data has been populated since start of the FY (July 2018).

e. Accreditation: Board reviewed the completed *ADA Checklist for Existing Facilities*. Torresdal noted need to add Braille to DPL's existing signage, will address this as part of overall building signage updates. Fjelstul moved accept the *ADA Checklist for Existing Facilities* as completed, Hageman seconded. ADA report approved.

f. Miscellaneous: Torresdal shared the *Friends of DPL Winter 2019 Newsletter* with the Board, noting revamped design. Will continue to share upcoming Friends Newsletters with the Board.

7. Friends of Decorah Public Library Report (Cynthia Peterson). Annual meeting is 4/22 at 7 p.m. at DPL. Working on program with local authors (possibly those who are self-published). Flyer on Giving Tuesday raised \$685 for the Friends. Have 63 new members and are continuing to look at ways to attract new members. Have established an email address for the Friends, and will eventually send out Friends newsletter via email. Will make annual membership terms all due at the same time due in October.

8. Unfinished Business.

- a. **Review annual report prepared for City/County.** Torresdal shared overview/contextual document and the annual report document (which were also shared with County Supervisors on 1/7 and will be shared with City Council on 1/22).
- b. **Review community survey responses analysis.** Torresdal shared community survey response analysis created by Luther Social Impact Fellowship students Collin and Keanna.
- c. **Consider goals for FY20-22 for state accreditation application.** In consideration for DPL's three-year plan, Torresdal presented draft of *DPL Service Goal sand Roles, FY20-22* and *DPL Plan FY20: Objectives* documents to the Board. Fjelstul moved to approve the two documents, Pellett seconded. DPL Goals, Roles & Objectives for FY20-22 approved.

9. New Business.

a. Consider library policy updates. Torresdal presented revised *Personnel Policy* to the Board. Anderson moved to approve the revised *Personnel Policy* as documented, Hageman seconded. Policy approved.

9. Upcoming Meetings: February 11, March 11, April 8

Meeting adjourned at 4:53 p.m.

Respectfully submitted,

Alexandra White, Board Secretary