

## 2/11/19 Board of Trustees Decorah Public Library Meeting

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

**Absent:** Pat Anderson, Elliott Johnson

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

**1. Approval of Agenda for February 11, 2019.** Agenda approved.

**2. Approval of Minutes from January 14, 2019.** Pellett moved to approve the minutes, Brooks seconded. Minutes approved.

**3. Claims for February 11, 2019. (Expenses \$15,062.59, Revenue \$108, 619.22).** Pellett moved to approve claims, Hageman seconded. Claims approved.

### **5. Director's Report**

**a. Staffing:** Accepting RSVP Volunteer Coordinator and DPL Library Aide applications until Feb 22; plan to begin interviewing the week of Feb 25.

**b. Building:** A radiator in one of the main floor historic entrances froze and a pipe burst on Sat Jan 23; this resulted in water cascading down into the FOT room. Tech equipment seems undamaged so far (though failure sometimes doesn't occur until a later date) and expenses were lower than anticipated. Torresdal expressed thanks to Jon Pankow, Chopper Albert, and Casper's staff for spending significant time helping deal with the problem. Moved servers and other tech equipment to the storage room in Chopper's office area to be farther away from recurring water problems. New electric heater has been installed in the historic entrance.

Began moving some books and shelving on the west side of the building (adult section); that project will continue for the next several weeks. Furniture is on order (takes about six weeks to arrive).

**c. Budget:** The City budget session to discuss FYE20 departmental budget requests took place Monday February 4. No comments from Council members or City staff regarding the Library budget. The required public hearing will take place March 4; the budget must be formally adopted by March 15.

Received notification of \$750 award from the Methodist Church Trust to use for 2019 Summer Reading Program; have supported DPL for over a decade and their contribution is greatly appreciated.

**d. Statistics:** Pankow will now be tracking individual (non-Tech Help/ unscheduled) tech assistance sessions; 29 sessions were recorded for January.

**e. Accreditation:** Torresdal shared Accreditation application with Board. All required updated supporting documentation has already been received by State Library. Once Board reviews and approves the application (see action in New Business (a) ), the application process will be complete.

**f. Miscellaneous:** Hosted two public safety programs in the past few weeks: one with the Winneshiek County Sheriff's Dept and one with the Decorah Police Department. Both were well-attended and very informative. Looking forward to future partnerships with both agencies.

175 people are pre-registered for The Magic of Isaiah on Sat 2/9..

Working with Toys Go Round to determine how to assist them in exporting materials records for their toys so that they can import that data to new software prior to their move at the end of June. Pankow

will work with Apollo (DPL's circulation software vendor) to get the appropriate files to TGR once they decide what format will be best.

Torresdal has accepted an invitation to speak at Decorah Lutheran Church's Adult Forum sometime in April or May (date TBD).

**7. Friends of Decorah Public Library Report (Cynthia Peterson).** The Friends approved a request for \$5,000 for new furniture for DPL's Postal Room at their January meeting. Peterson noted that furniture choice will ensure the room's historic nature remains intact. Friends' Annual Meeting will be held April 22 at 7 p.m. Bob Felde & Kim Bosworth will be speaking about the writing process and self-publishing. The Monday Club donated \$2000 to The Friends.

**8. Unfinished Business.** None.

**9. New Business.**

**a. Consider accreditation application.** Fedle moved to approve the accreditation application, Fjelstul seconded. Application approved.

**b. Review Director goals document (Nov 2017-Feb 2019).** Send feedback to Andi and Kristin by Feb 26.

**9. Upcoming Meetings:** March 11, April 8, May 13

Meeting adjourned at 4:37 p.m.

Respectfully submitted,

Alexandra White, Board Secretary