

3/11/19 Board of Trustees Decorah Public Library Meeting

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

Absent: Cheryl Pellett

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

1. Approval of Agenda for March 11, 2019. Agenda approved.

2. Approval of Minutes from February 11, 2019. Anderson moved to approve the minutes, Johnson seconded. Minutes approved.

3. Introduction of new RSVP Volunteer Coordinator. RSVP Director Deanna Hageman introduced Julie Ohde, new RSVP Volunteer Coordinator. Ohde will be working 12 hrs/week. Hageman noted that RSVP now has 374 volunteers and is working with two new food pantries (Calmar and Lansing). Planning a volunteer fair on April 12, 2-6 p.m. at Hotel Winneshiek.

3. Claims for March 11, 2019. (Expenses \$38,089.34, Revenue \$9,864.11). Fjelstul moved to approve claims, Hageman seconded. Claims approved.

5. Director's Report

a. Staffing: Per #3, Julie Ohde accepted the RSVP Volunteer Coordinator position and started her new role on Monday Mar 4. Rachel Uhlenhake and Angela Henry have been hired as part time Library Aides and will start training in the near future.

b. Building: Remainder of new furniture for west side of the building has arrived (minus the furniture that the Friends have purchased for the Postal Room, which will be delivered later in April). Library staff are still working on reorganizing that side of the library--plan to finish up next month. Casper's Plumbing & Heating has been on-site to begin readying us for the new A/C unit installation; they were here during week of 3/11 to remove refrigerant from the old unit and will return at the start of next week to make some additional preparations.

Pankow and Torresdal met with two contractors about bond-related building projects. One has declined to take on the project given scheduling issues (too busy with existing workload) and the other is currently putting together a cost estimate for the work discussed on Tues 3/5. Anticipate having that estimate by April 1.

c. Budget: City residents have received notice of an upcoming 25% increase in Alliant's electric rates; will impact DPL as well. Likely hat DPL will need to amend FY20 budget in the fall to increase electricity line item as a result of this. About 70% through the fiscal year currently and revenues and expenses are both on target

d. Statistics: February weather led to multiple program cancellations, which impacted attendance and children's outreach programs.

e. Accreditation: Has been submitted, no update at this point.

f. Miscellaneous: Reviewed HVAC upgrade proposal, and recommended completing these upgrades at the same time that Mike Martinek, controls expert, is here to make the necessary changes to the system in conjunction with the spring installation of new A/C unit. There should be some overall cost savings associated with combining the two projects.

7. Friends of Decorah Public Library Report (Cynthia Peterson). Continuing to have good amount of new members and contributions. Friends are allocating the remaining \$1500 left from Postal Room furniture funding to a rug for this room. Introducing through newsletter use of Amazon Smile to raise money for Friends. Annual meeting is April 22 at 7 p.m., refreshments provided

8. Unfinished Business. None.

9. New Business.

a. Consider HVAC control upgrade. Torresdal requested approval to replace the existing Johnson Controls FX20 Network panel located in the boiler room, with a new FX80 Network panel. Anderson moved to accept proposal of \$2675, Fjelstul seconded. Proposal approved.

B. Continuing education. Torresdal presented options for Board members to complete continuing education via webinar, via email links. Board members should complete 3-5 hours continuing education per fiscal year.

Beckendorf asked patron Janelle Pavlovec if she had any questions or comments, Pavlovec did not.

9. Upcoming Meetings: April 8, May 13, June 10

Meeting adjourned at 4:29 p.m.

Respectfully submitted,

Alexandra White, Board Secretary