

## Decorah Public Library Board of Trustees Minutes, 7/8/2019

**Attendees:** Andi Beckendorf, Bob Felde, Andy Hageman, Cheryl Pellett, Scott Fjelstul, Pat Anderson, Ed Brooks; Kristin Torresdal (Director), Cynthia Peterson (Friends of Decorah Public Library)

**Absent:** Alexandra White, Elliot Johnson

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**1. Approval of Agenda** for July 8, 2019. Agenda approved, noting deletion of one new business item regarding a leave of absence.

**2. Minutes from June 10, 2019.** Minutes approved, noting one misspelling on Pellett.

**3. Public Comment:** No public comments.

**4. Claims approval.** Torresdal highlighted expenditure from Community Grant and Headington funds for tables/chairs/ smart tv for lower level community classroom and program space. Pellett moved, Fjelstul seconded to approve claims. Approved.

**5. Director's Report.**

**Staffing:** Emma and Sam will wrap up work mid-August as they prepare to begin their first year at Luther.

**Building:** Final contract between Peters Construction and the City of Decorah was signed on 7/2; timelines for projects will be forthcoming by mid-July. Peters has indicated that they hope to have all work completed by 10/31/19.

**Toys 'Go Round** finished moving on 6/27; we will begin tackling projects on the lower level by taking care of the flooring and painting needed in the former TGR space so that City IT can move over there.

**Budget:** There's still one week of pay roll (for Jun 24-29) and a few monthly bills that will be deducted (utilities, janitorial, etc.) from FY19 budget lines but we are very close to wrapping up the year. FY20 budget looks much the same as FY19.

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RSVP has been notified about \$7,500 in augmentation funds available via their federal grant through CNCS; we are evaluating how accepting the funds might impact the match required by the grant. Deadline for accepting funds is July 15.

Accreditation: We have received our official letter and certificate from the State Library.

**6. Friends of Decorah Public Library Report:** Cynthia Peterson. At their June meeting the Friends approved \$3,000 to support the new fine amnesty program for children's and young adult materials. They also discussed multiple fundraising ideas for the coming year, including Library Giving Day and fundraiser mailing in October.

**7. Unfinished Business.** None.

**8. New Business**

a. Fjelstul moved, Pellett seconded motion to continue meeting time for FY20 as the second Monday of the month, at 4 p.m. Approved.

b. Discussion regarding approval of expenditure of \$2400 for 6 months of advertising via KDEC. It was noted that the expenditure is actually via the memorial account and not public funded line item. There has been positive response to initial campaign. Anderson moved, Hageman seconded to approve expenditure. Approved.

c. Purchase recommendation for flooring, new IT space vacated by Toys Go Round. City of Decorah IT will move to the vacated space, and their previous space will be utilized for programming needs. Torresdal said that IT had put new flooring in their space last year, so the Library purchasing new flooring for the IT space is a reciprocal act. Pellett moved, Anderson seconded to authorized not more than \$5,000 for the project. Approved. Bid of \$4311.64 had been received from Mr.Carpet. Other bids may have been explored, but Mr. Carpet was the vendor on recent project done by IT so it was logical to continue with them.

**10. Upcoming Meetings:** August 2, September 9

**11. Meeting adjourned.**