

9/9/19 Board of Trustees Decorah Public Library Meeting

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

Absent: Bob Felde, Cheryl Pellett

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

1. Approval of Agenda for September 9, 2019. Agenda approved.

2. Approval of Minutes from Aug 2, 2019. Minutes approved.

3. Claims for Sept 9, 2019. (Expenses \$27, 374.50 Revenue \$4, 112.55). Charge for Mr. Carpet was for first half of laminate flooring, will finish the remainder of project week of Sept 9. Paid out payment through project management (pre-construction costs) to Peters. Anderson moved to approve claims, Hageman seconded. Claims approved.

4. Director's Report

a. Staffing: Application packets for the Children's and Young Adult Librarian position are due by 5 p.m. Friday Sept. 13. A detailed job profile and description are included in the packet for your information. Anticipated next steps include a first round phone interview with top candidates, followed by in-person interviews with a panel, and possibly a meet-and-greet with stakeholders that will also include performing a Toddle Time program for an audience. A job offer will be made to the selected candidate no later than October 18; desired start date is Nov. 18.

b. Building: Karr Tuck Pointing arrived to begin work on Monday Aug. 26 and expected the project to take two weeks, have completed the project a day early. The crew was excellent to work with and the very visible improvements to DPL is evident. Has had many positive comments from the public in thanks for caretaking our building and for the increased aesthetic appeal. Moving forward, need to plan for doing this type of project about once every ten years. Once building projects are wrapped up, will work with Peters Construction to craft a preventative and ongoing maintenance plan and budget that will include items like this on a timeline.

City Council awarded contracts for building projects on Tuesday Sept 3; will have a pre-construction meeting hosted by our project managers, Peters Construction, and all involved subcontractors, at 10 a.m. on Monday Sept 9. Pleased to receive bids on all packages and pricing that was in line or lower than expected.

Peters Construction came to complete the sub-flooring in the lower level former-TGR space and the project was done for significantly less than quoted. Laminate flooring will be laid the morning of Sept 9 (per item in Claims) and then will be ready to begin moving City IT offices into that space (and working on updates to the current IT space).

c. Budget: City staff report that the budget process will begin in October this year, with a work session planned for December or January.

d. Statistics: Side-by-side comparisons of August statistics show that DPL has used varied approaches to programming in August over the years. It is also evident that fine revenue has decreased due to new policy that ended charges for overdue fines on children's and young adult materials.

J. Roach was presenting youth program at the time of September Board meeting but will attend in October to recap summer reading program activities and preview fall activities. Have 39 programs scheduled for children, youth, and families in the next three weeks alone.

e. Miscellaneous: Owners of KVIK have purchased KDEC radio. Former account manager has left the station, have had phone contact with new contact there. Will want to evaluate how continued radio advertising fits with DPL's marketing approach and target demographics in the future. DPL Thursday afternoon chats will continue with Tim for now.

Decorahnews.com is also undergoing a change of ownership and Torresdal was invited to an informal meeting with soon-to-be-new-owner Ben Gardner this week. Gardner was interested in learning some of the basics of library philosophy, mission, funding, vision, and the like, and has some ideas about potential partnerships in the future.

5. Friends of Decorah Public Library Report (Cynthia Peterson). Did not meet in August, will meet on Sept 11.

6. Unfinished Business. None.

7. New Business.

- a. **Discuss FY20 Director Goals.** Johnson moved that the director goals are adopted as the official goals for FY20, Fjelstul seconded. Goals approved.
- b. **Complete two self-assessments from Iowa Library Trustees Handbook and come to Oct 14 meeting prepared to discuss strategies for excellent individual and group engagement.**

9. Upcoming Meetings: Oct 14, Nov 4 (note date change), Dec 9

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

Meeting adjourned at 4:30 p.m.

Respectfully submitted,

Alexandra White, Board Secretary