

## 2/10/20 Board of Trustees Decorah Public Library Meeting

**Attendees:** Andi Beckendorf, Ed Brooks, Scott Fjelstul, Elliott Johnson, Cheryl Pellett, Kristin Torresdal (Director), Alexandra White, and Friends Representative Cynthia Peterson.

**Absent:** Pat Anderson, Bob Felde, Andy Hageman

**Patrons:** Janelle Pavlovec, Paul Scott

Beckendorf called the meeting to order at 4:00 p.m. in the lower level classroom space.

**1. Approval of Agenda for February 10, 2020.** Agenda approved.

**2. Approval of Minutes from January 13, 2020.** Fjelstul moved to accept the minutes, Pellett seconded. Minutes approved.

**3. Claims for February 10, 2020. (Expenses \$17,958.40, Revenue \$112,112.98).** Noted \$4600 charge for annual insurance, an increase of \$500 from last year. Purchased a few new public access computers. Pellett moved to approve claims, Brooks seconded. Claims approved.

**4. Public Comment: Decorah Mayor Lorraine Borowski.** City has been working on budget, attempted to keep status quo. Appreciated Torresdal's planning with filling the Administrative Coordinator position by offering to start this mid-year, which will be in the budget. Appreciated input at the City budget meeting. (See more discussion on Administrative Coordinator position under budget section of Director's Report).

### 5. Director's Report

**a. Staffing:** Library staff watched a webinar from the Public Library Association about Trauma-Informed Library Service on Tues. Feb 4. Ongoing staff continuing education events will be scheduled throughout the year (in addition to individual continuing education pursuits in interest areas). Board members received a link and password for this same webinar and are welcome to view it as well. Library staff and Board members are also invited to participate in the Public Library Association Online Conference on Feb 27- 28; Winneshiek County Library Directors were invited, as well as one of the Decorah Community School District librarians.

**b Building:** Pankow and Torresdal met with two designers from InDesign and Peters Construction reps to begin determining scope of work for paint and flooring; also discussed potential for designing and installing a new circulation desk. Will meet again on Feb 13 to review color palette options for paint and to discuss floor coverings. Once options have been selected, Peters will put together bid packages, as was done for exterior projects last summer/fall. Goal is to have projects completed by May 31.

New smart TV was installed in the mezzanine recently- look forward to the increased visibility for program attendees and efficiency for presenters/hosts. Hope to tackle the TV project in the public meeting room in the next few months as well.

**c. Budget:** Budget spreadsheet is current through January 23 due to an issue with City accounting software (though claims are up to date). Investment report for January hasn't been received yet. City budget work session resulted in support of our general budget request as well as funding our

full- time Administrative Coordinator position request beginning halfway through the year (approx. Jan 2021). Advertising and interviewing in the fall/winter and onboarding a new staff person in January will work very well. Several Councilpersons expressed support for filling the position and were very complimentary of the work being done at the Library.

**d. Statistics:** Circulation and programming numbers were both good for January, despite having to cancel the Jester Puppets event (due to performer injury) and two other children's events. Event has been rescheduled for April.

**e. Miscellaneous:** Torresdal is participating in the City of Decorah's Complete Count Committee (a group aiming to raise awareness of the importance of widespread census participation) and also recently participated in a listening post meeting with volunteers working on future planning for First Lutheran Church (in regards to community outreach and engagement types of initiatives). Torresdal also had the opportunity to speak with two Luther College interns who were getting acquainted with the world of library work over J-term; they toured the DPL, met staff, and talked about the evolution of public libraries.

Torresdal and Button were invited to give a presentation to the Monday Club on Mon. Feb. 17 and will share information about library collections and services, as well as upcoming programming and initiatives.

In the process of scheduling AED and CPR/First Aid training for all staff; recently did a check of AED machine and hazard kit and updated expired materials.

**5. Friends of Decorah Public Library Report (Cynthia Peterson).** Round Up at the Register event starts 2/11 until the end of the week.

**6. Unfinished Business.** No unfinished business.

**7. New Business.**

**a. Board succession planning discussion.** Two library members will be ending their terms and rotating off the board. Discuss roles of secretary and vice president roles etc. and also areas of expertise for new board members. Important to consider gender balance. Targeted nominees for May City Council meeting. Nominees need to live within city limits. Board discussed the value of construction experience, connection to young children. Board may also want to consider committee structure. Board discussed the need for fundraising expertise/liaison with Friends.

**b. Review annual report prepared for County Supervisors January 2020.** Torresdal visited the County Board of Supervisors and submitted a report and request for funding.

**c. Continuing education; upcoming webinar options.** PLA options for the Board, can join in new lower public meeting room.

Beckendorf asked Pavlovec if she had a comment to share, Pavlovec did not.

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

Meeting adjourned at 4:41 p.m.

Respectfully submitted,

Alexandra White, Board Secretary