

Decorah Public Library Board of Trustees Minutes, 6/10/2019

Attendees: Andi Beckendorf, Bob Felde, Andy Hageman, Elliot Johnson, Cheryl Pellett, Ed Brooks; Kristin Torresdal (Director), Cynthia Peterson (Friends of Decorah Public Library)

Absent: Alexandra White, Pat Anderson, Scott Fjelstul

1. Approval of Agenda for June 10, 2019. Agenda approved.

2. Minutes from May 13, 2019. Johnson moved and Hageman seconded to approve minutes. Minutes approved.

3. Public Comment: Toys Go 'Round representatives Judy Mowry and Gwen Van Gerpen requested extension of occupancy beyond the June 28 exit deadline. They said that a site had been found, and agreed upon, with a property owner who had just obtained possession of property. But the site requires work that could not be done by June 28. Any amount of time extension, perhaps 1-3 months would be helpful. They indicated a willingness to pay rent.

4. Claims approval. Torresdal noted major cost of over \$44K for the new HVAC system and control panels, but that the HVAC was about \$3K under budget. She also noted some costs and incentives for the Summer Reading Program, which has had very high interest. Friends purchased a new rug for the "Postal Room." Pellett moved and Johnson seconded to approve claims. Claims approved.

5. Director's Report.

Staffing:

Staff evaluations have been completed and will be submitted to City Hall along with the Executive Summary of the Director's evaluation on Tues 6/11.

Building:

City and Library staff successfully negotiated a contract with Peters Construction out of Waterloo, IA for the management of our various upcoming building projects; Council approved the contract on Mon 6/3. Funds to pay for their project management services will come out of the Bond monies. All components of HVAC installation have been completed and the project came in under budget.

Budget:

Investments report for May has not yet been received, so it is not included in the packet. We're on target for fiscal year- end on June 30.

Statistics:

Record high program attendance in May for the year to date - 1,068 people attended 44 programs. Additionally, 683 people used the meeting rooms (even more than during tax season). June and July promise to be busy with summer reading program initiatives and activities.

Accreditation:

State Library staff confirmed May 31 that we are now accredited until 2022.

6. Friends of Decorah Public Library Report: Cynthia Peterson. No report other than to note they would be meeting June 12 for a "visioning and planning" session.

7. Unfinished Business.

- August meeting time set for August 2.
- Executive Summary of Director Evaluation. Beckendorf noted consistent high evaluations of Director. Evaluation done only by Board this year, but City and Library Staff evaluations will be included on alternating basis for future years. Summary will be signed by Beckendorf and returned to City.

8. New Business. Toys Go 'Round request for extension of June 28 deadline for moving out. Numerous comments and questions centered on issues of use and timing. It was clarified that Decorah City IT space would shuffle to current TGR space. So this is a dominoes issue of space usage. Renovation will lead to more children's programming space as well as public meeting and general programming space. Torresdal indicated an October deadline for reporting to Decorah Community Foundation regarding their funding (about \$2200) for renovation related to the programming space. She also indicated that funding had been committed from individual donors and was concerned about honoring their donations related to any (further) delay in renovation activity. Full evaluation of renovation needs would not be possible until TGR moves, and concerns about contracting timelines were expressed. Brooks moved and Pellet seconded to NOT extend TGR occupancy. Motion carried, 6-0.

10. Upcoming Meetings: July 8, August 2, September 9

11. Meeting adjourned.