

## 3/9/20 Board of Trustees Decorah Public Library Meeting

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

**Absent:** Cheryl Pellett

**Patron:** Janelle Pavlovec

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

1. **Approval of Agenda for March 9, 2020.** Agenda approved.
2. **Approval of Minutes from February 10, 2020.** Minutes approved.
3. **Claims for March 9, 2020. (Expenses \$22,627.56, Revenue \$13,368.28).** Capital improvements - \$5000 for new furnace in lower level. Purchase of large TV in public meeting room thanks to Scott and Ann Fjelstul. Felde moved to approve claims, Anderson seconded. Claims approved.

### 4. Director's Report

**a. Staffing:** Jon Romelton will retire in April- last day is Wed. Apr. 8; DPL will host a coffee/pastry reception for him at 8-9 am on that day.

**b Building:** South door has been installed. Pankow and Torresdal met with Peters and InDesign to discuss floor coverings and paint choices; a tentative decision was reached but samples will be available at April Board meeting so that Trustees can review and share any concerns.

The new railing for the ramp has been constructed and will be installed as soon as weather/temperatures allow. New drinking fountains (with bottle fill) will be installed in the lower level and on the main floor within the next few weeks.

Discussions about what comfortable/portable/durable furniture to order for the lower level program/hangout space have begun; program staff are excited to move forward with that decision soon. The IT office will be getting new windows this spring (that allow necessary emergency egress as well as easier cleaning access).

Stained ceiling tiles will be replaced, an HVAC railing placed on the roof, LL restroom partitions replaced, and exterior painting (in the covered parking area, below EIFS) will be done in the next month or two. Quote anticipated soon for replacing ageing skylight panels. ServiceMaster completed an annual deep clean this past week and did an excellent job.

**c. Budget:** DPL has received a \$5,000 undesignated donation from the Marion E. Jerome Foundation (and RSVP received \$2,000). Generally DPL uses the bulk of these funds for program expenses but occasionally uses some for technology, the collection, and/or building needs. A report and thank you will be sent directly.

**d. Statistics:** Building space usage statistics will be updated once final tax appointment numbers for February are prepared.

**e. Miscellaneous:** Complete Count Committee work continues. AED and CPR/First Aid training for all staff are being rescheduled to May due to instructor illness. Several staff members are participating in an online "Spanish for Libraries" class offered through the University of Wisconsin-Madison (online) this spring; several staff members are participating in a "Wholehearted Libraries"

webinar on 3/10; Button will attend the “Kids First” conference in April. Button is currently doing a “Babies in the Library” online class while Torresdal is doing a class about volunteer management.

COVID-19 - Director is keeping up with information shared from Emergency Management and Public Health, will be attending Public Health session on Thursday at lunch. Are following typical protocols - extra sanitizers and wipes available, increasing cleaning of surfaces. Have not altered hours at this time.

**5. Friends of Decorah Public Library Report (Cynthia Peterson).** Fareway “Round up at - \$1404 fundraiser over 4 days. Upcoming meeting is 3/11 at 9:30.

**6. Unfinished Business.** Beckendorf asked for Board recommendations for replacement of Anderson and White by next Friday 3/20 - have received 9 names so far. Looking for gender equity, library familiarity, library support, community connections, and/or school administration.

**7. New Business.**

- a. **Continuing education:** State Library of Iowa “The Boardroom 2018: Creating a Culture of Learning” (self-paced webinar) - to watch this before the Board meeting. Torresdal offered to set up webinar for viewing prior to the April meeting.

**8. Upcoming Meetings:** April 13, May 11, June 8

Pavlovec raised concern about observing children at computers on game sites that feature violent items such as bombing, driving cars, or shooting. Asked if DPL encourages this type of usage and presented 3/8/20 Gazette newspaper article about media violence. Torresdal and Beckendorf clarified that DPL policy is that staff cannot censor patron computer usage beyond what is legally required, such as content as related to pornography, or gambling. DPL clarified that if computer usage causes disruption to the work of others in library, DPL does address any behavior issues in this case.

Meeting adjourned at 4:30 p.m.

Respectfully submitted,

Alexandra White, Board Secretary