

11/4/19 Board of Trustees Decorah Public Library Meeting

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

Absent: Bob Felde

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

1. Approval of Agenda for November 4, 2019. Added “Review of DPL stationery draft” to 7. New Business. Agenda approved.

2. Approval of Minutes from October 14, 2019. Pellett moved to accept the minutes, Johnson seconded. Minutes approved.

3. Claims for November 4, 2019. (Expenses \$10,157.13, Revenue \$\$14,543.17). More RSVP expenses this month related to volunteer appreciation event, new furniture (funded by Depot grant. Memorial fund purchase of set of junior reader non-fiction books about US. Anderson moved to approve claims, Hageman seconded. Claims approved.

4. Director’s Report

a. Staffing: Have sent out publicity about Rachael Shay Button, new Children’s and Young Adult Librarian. Button will begin her new position at the end of November. Roach has requested no public fanfare for her retirement, so planning a quiet staff gathering.

b. Building: Most of the work on the rubber membrane roof has been completed. Next, the people doing the metal coping around the exterior of the roof will come to address that part of the project and then the rubber membrane crew will return for some final touches after the coping is done. Peters Construction was on-site Thurs 10/31 and they were very pleased with how the roof work looks. Permanent railings for the dock area have been delayed (vendor has a backlog of fabrication projects) and given chilly temperatures, will have to use temporary wood ones over the winter. Peters will cut a little ‘gate’ for sending LP books out instead of trucking them over to the main entrance. Waiting on vendors for south door replacement project- should know more about that timeline soon.

c. Budget: On track for revenue. Have submitted re-estimates, some slight changes in salary but will even out between part and full time staff. Will have some training funds to spend in the next few months. Watching electricity costs. RSVP Expenditure line was raised because of receiving additional funding, there is not a carryover. Adjusted county tax contribution (typically \$88 or 89,000). RSVP will have three revenue lines but for tracking purposes per City Hall preference. Expects construction projects will come in as previously bid.

d. Statistics: Programming and BRIDGES usage both set new records and internet use was also up. Decline in fine revenue as expected (offset by Friends), but reinforces the number of patrons who can now access children’s and young adult materials without this barrier. Program attendance increasing, faxes and copies. Board discussed adult programming statistics; Torresdal acknowledged that current staff model does not allow significant focus on this, will be recommending adding this position back that DPL had previously (a role Torresdal performed prior to becoming Director).

e. Miscellaneous: FY20 budget re-estimates were submitted to City Hall 10/25; estimated capital improvements needs budget for the next 8-10 years was submitted to Chad Bird for use in a City

Council work session 10/28; State Library of Iowa Annual Survey was submitted on Tues. 10/29; State Library of Iowa Library Director Recertification, including documentation of State Library CE hours for the three year period, was submitted and approved (next recertification is 2023); and the Winneshiek County Community Foundation Grant report for the lower level community classroom space was submitted 10/30.

Hageman, Ohde, and Torresdal completed the in-person 20 hour training cycle for Service Enterprise; have until October 25 2020 to work through the steps and documentation in order for RSVP to become an S.E. Certified organization.

Torresdal will meet with the Winneshiek County Library Director's group and NE IA Library Rep Eunice Riesberg on Nov 7 in Fort Atkinson to review the past year and discuss the funding request to Winneshiek County Supervisors in Dec/Jan.

Upcoming holiday closures follow the Union contract: Nov 11/ Veteran's Day; Nov 28/ Thanksgiving; closing at noon on Dec 24 and 31; closed Dec 25 and Jan 1.

5. Friends of Decorah Public Library Report (Cynthia Peterson). As of last week, had 150 responses to donation letters with significant donations coming in (not yet tallied). Do not yet know the results of 10/23 fundraiser at Culver's.

6. Unfinished Business.

a. Review Board of Trustees job description. Board reviewed and discussed job description from State Library of Iowa.

b. American Libraries Dewey Decibel podcast: "Spring Cleaning: Weeding Your Collections" (16 min).

Discussion of job description and listening to podcast comprised 35 minutes of continuing education for each board member attending.

7. New Business.

a. Review drafts of Decorah Public Library stationery. Board provided comments on Options 1 and 2, Torresdal will provide suggestions to graphic designer for revision and will email revised versions to Board to consider.

8. Upcoming Meetings: December 9, January 13, February 10

Meeting adjourned at 5:03 p.m.

Respectfully submitted,

Alexandra White, Board Secretary