

Decorah Public Library Board of Trustees Meeting Minutes
Monday, October 12, 4pm

Attendees: Library Director Kristin Torresdal; Board members Andrea Beckendorf, Robert Felde, Cheryl Pellett, Cynthia Peterson, Shannon Horton, Andrew Hageman, Elliott Johnson, Ed Brooks, Shanna Putnam Dibble; Guests Lorraine Borowski, Chad Bird, Rachael Button, Janelle Pavlovec, Paul Scott

Absent: Scott Fjelstul

Andrea Beckendorf called the meeting to order at 4:00 p.m. Attendees had the opportunity to participate electronically via Zoom or in-person at Decorah City Hall.

1. Call to Order
2. Participation Instructions
3. Approval of Agenda for October 12, 2020. Agenda approved.
4. Minutes Approval
 - a. Pellett moved to approve minutes, seconded by Horton, minutes were approved.
5. Claims Approval
 - a. Moved by Felde, Hageman seconded claims approval, claims were approved.
6. Public Comment
 - a. No Public Comment
7. Director's Report
 - a. The candidate search for the Administrative Coordinator position is underway. There are eight applications to date, and the deadline is October 16. The interview phase will take place late October or early November. The anticipated start date is January 11.
 - b. Interior renovations have begun; movers were on site the week of September 21 and flooring and paint crews are here this week. Curbside materials pickup continues- the movers did a great job of arranging things such that we can still access our collection. Staff have been very proactive in terms of moving work spaces and re-engineering workflows.
 - c. Annual budget re-estimates will be due to City Hall later this month and then we'll begin work on preparing the FY22 budget.
 - d. Book Bundles remain very popular, and the library has started book bundles for adults as well as youth. There were over 1,000 uses of wireless internet last month, and additional seating was added to the covered parking lot.
 - e. The Iowa Library Association Conference will take place virtually on Thursday Oct 15 (as opposed to the usual 3-day in-person offering). Director Torresdal and several other staff members will attend.

8. Friends of Decorah Public Library Report: Cynthia Peterson
 - a. Continue to work on fundraising efforts and Fall Newsletter
9. Unfinished Business
 - a. Phased Expansion of Services Plan Updates
 - i. A recommendation was made to move to Stage 4 of the Phased Expansion Plan after construction work is complete.
 - ii. A proposal was then made to advance to Stage 5 after construction. The pros and cons of the various stages were discussed as well as a review of the metrics for a phased expansion of services. An official decision will be made at a future board meeting.
10. New Business
 - a. No New Business
11. Continuing Education
 - a. Online offerings through State Library of Iowa
 - b. Board of Trustees Handbook
12. Upcoming Meetings
 - a. Monday, November 9, Monday, December 14, Monday, January 11
 - b. Continue both in-person and zoom options for November and December Meetings
13. Adjourn at 4:56pm

Respectfully Submitted,

Shanna Putnam Dibble, Board Secretary