

## 10/14/19 Board of Trustees Decorah Public Library Meeting

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

**Absent:** Scott Fjelstul, Andy Hageman

Beckendorf called the meeting to order at 4:00 pm in the lower level meeting room.

**1. Approval of Agenda for October 14, 2019.** Agenda approved.

**2. Approval of Minutes from Sept 9, 2019.** Brooks moved to accept the minutes, Johnson seconded. Minutes approved.

**3. Claims for Oct 14, 2019. (Expenses \$79,727.78, Revenue \$15,246.41).** Torresdal noted \$2568.62 charge for Mr. Carpet, which was the second half of previously approved project, including some extra labor needed to address water damage. Electricity charges (\$2109.88) lower this month. Pellett moved to approve claims, Anderson seconded. Claims approved.

### **4. Staff Report - Joan Roach, Children's and Young Adult Librarian**

Summer Reading Program: In 8 weeks, have delivered 48 programs with 1574 attendees. Online registration has helped increase participation. Summer reading program had 266 people register, 131 were adults, a large increase (typical number of adults participating is 15-20). Teen patron participation also increased. Raffle and ability to post reading logs on-line were a big asset.

Fall Preview: DPL has a very busy fall, will provide 102 programs prior to Roach's departure on Dec 15. Two family programs offered thus far (Insect Zoo and Mississippi River Life (189 attendees)). Have added new program in October, Wild Times Exotic Petting Zoo (8 live animals). November - Big Bang Bubble Show (for younger children). January - Space Cadet Puppets. Toddle Time, Open Art (very popular), Open Build, Dog Tales, monthly literacy program through 1st grade. Have new collaborations with Shauna Menke to do Pilates and Play (had 9 attendees) and will do Yoga Storytime again with Laree Schouweiler. Have begun collaboration with ArtHaus once/month - artist birthday parties (includes artwork activities, costumed person as artist).

### **5. Director's Report**

**a. Staffing:** Two finalist candidates for the Children's and Young Adult Librarian position were on-site earlier this month and participated in public meet-and-greets, presenting a Toddle Time program, and a formal interview. Rachael Shay Button was hired and will start November 25. Torresdal discussed the depth and breadth (19 applicants) of the applicant pool; speaks volumes about the public perception of the library as a thriving community institution and a good place to work (and specifically heard these comments from many candidates). Anticipate using a similar process if DPL hires an Administrative Coordinator next summer. Shay Button will be completing State Library Staff certification as part of her position.

**b. Building:** Exterior EIFS work on the east side of the building has been completed and looks great. Roofing materials should arrive by early next week with work commencing directly thereafter on replacement of the rubber membrane roof. Permanent railings for the dock area will be installed in the next couple of weeks, along with a new South door (Large Print entrance). As work is completed on these projects, can evaluate what to tackle next with remaining bond funds- likely interior paint and floor coverings.

Flooring has been completed in the new City IT office space and the IT Director has moved into that area. Tables and chairs have been assembled in the new program/classroom space that Chopper vacated and we will be hanging our smart TV next week. Additional discussion and planning regarding furniture and storage needs is in process.

**c. Budget:** Re-estimates for FY20 are due to City Hall by October 25. Minor changes expected, with one example being the overlap time between Roach and Shay Button for that position for a few weeks in late November and early December.

Investment data for September not available from City Hall yet, will share in Nov meeting.

**d. Statistics:** September was busy and expecting more of the same in October- programming is especially fast-paced this time of year. Over 700 people attend 38 programs for all ages in September.

**e. Miscellaneous:** RSVP Staff and Torresdal have been participating in Service Enterprise trainings that kick off the Service Enterprise certification process for RSVP. Completed 3 sessions, 1 remaining on October 25. The training program is usually costs \$5,000-\$7,000 per organization but DPL is fortunate to be part of a group whose participation was covered by a grant. The focus of the program is on developing (or reinvigorating) an organization's program for internal volunteers--will be fantastic for RSVP and Kristin also envisions ways to implement these principles at DPL as well.

RSVP is hosting three volunteer appreciation events this month- one each in each of the counties served and with volunteers (Winn, Howard, and Allamakee). Typically one event has been hosted, response to doing separate events has been very positive.

Jon Romelton and Blair Shaffer represented the library at a wellness fair at Wellington Place Assisted Living on Friday Oct. 11-- DPL is seeking more involvement in these types of events that help with community outreach. One or two staff members will be doing a similar event at Luther College in November.

**6. Friends of Decorah Public Library Report (Cynthia Peterson).** Met Sep 11. The Friends Fall Newsletter went out Oct. 10 and membership reminder letters will be mailed the week of October 14. Fundraiser with Culver's--please consider supporting endeavor from 5-9 pm on Wed. Oct. 23 (10% of sales will be donated to the Friends). Can give to Friends via Amazon Smile program. The Friends are helping defray cost of DPL's new no-fine policy for children and young adult materials (\$3000).

## **7. Unfinished Business.**

**a . Discuss two self-assessments from Trustees Handbook and related strategies for excellent individual and group engagement**

Pellett suggested putting the mission statement on agenda, Board of Trustees and handbook. Beckendorf suggested modifying DPL letterhead to include mission statement and Library Service roles.

Board discussed overall assessment and identified some opportunities for improvement, including recruitment process, political advocacy, knowledge of federal and state laws, and opportunities for discussion of emerging issues and trends. Board discussed adding section to future agenda for board education and emerging issues and trends. Beckendorf suggested ILA Association Conference as an option for board education.

**8. New Business.** None.

**9. Upcoming Meetings:** Nov 4 (note date change), Dec 9, January 13

Janelle Pavlovec attended the first part of the meeting, then departed.

Meeting adjourned at 5:09 p.m.

Respectfully submitted,

Alexandra White, Board Secretary