

Decorah Public Library Board of Trustees Meeting Minutes  
Monday, September 14, 4pm

Attendees: Andrea Beckendorf, Kristin Torresdal (Director), Cheryl Pellett, Cynthia Peterson, Shannon Horton, Ed Brooks, Elliott Johnson, Shanna Putnam Dibble, Scott Fjelstul  
Absent: Andy Hageman, Bob Felde

Andrea Beckendorf called the on-line meeting to order at 4:01 p.m. in the Zoom electronic meeting, per the policy below.

*Electronic meeting pursuant to Iowa Code section 21.8 – In circumstances where such a meeting is impossible or impractical due to concerns about COVID-19 and social distancing for the safety of Board members and the public. In support of Iowa Governor Kim Reynolds' proclamation declaring a State of Public Health Disaster Emergency in Iowa, the current COVID-19 situation makes it "impossible and impractical" to meet in one location. Due to this the Decorah Public Library will remain closed to the public for the June 8, 2020 Library Board meeting. However, the meeting was made available telephonically. The public was able to hear and participate in the Board meeting by following special access instructions provided on the agenda.*

1. Call to Order
2. Participation Instructions
3. Approval of Agenda for September 14, 2020. Agenda approved.
4. Minutes Approval
  - a. Cheryl Pellett moved to approve August Minutes, Shannon Hornton seconded, minutes were approved unanimously
5. Claims Approval
  - a. Preconstruction work on Phase 2
  - b. Continue to spend more on digital content due to current need
  - c. Ed Brooks moved for approval of claims, Cheryl Pellett seconded motion, claims were approved unanimously
6. Public Comment
  - a. No Public Comment
7. Director's Report
  - a. Rachael Button was one of just 14 Iowa librarians selected by the State Library to participate in Project READY, a professional development curriculum for librarians to improve equity and access for diverse youth programs in the library.
  - b. Building Updates
    - i. Brenen's Painting is on-site the week of September 14-18 to power wash and paint the covered parking area. This is one of the last projects related to the exterior of the building.
    - ii. Working on relocating staff workstations and group workflow areas to prepare for the construction of the main floor.
  - c. Budget time is coming up for FY22. One goal is to advocate for additional funding for our collection.

- d. BRIDGES (e-books and digital audiobook) use continues to be very high - second highest month to date
  - e. Friends of the Public Library are working on their fall newsletter and membership drive; their support throughout the pandemic has been outstanding
  - f. Kristin will be attending, virtually, the national Library advocacy and Funding Conference, the Iowa League of Cities Conference, and the Iowa Library Association Conference
  - g. Staff taking Mental Health First Aid, would consider Youth and/or child Mental Health First Aid in the Future
8. Friends of Decorah Public Library Report: Cynthia Peterson
    - a. Working on Fall Newsletter
    - b. Have added several new board members and a new Board President, Karla Brown
    - c. Having discussions about their annual meeting and what kind of program to have - looking for ideas
  9. Unfinished Business
    - a. No Unfinished business
  10. New Business
    - a. Ed Brooks Shared input from a community member that he/she would like to see the library open and would suggest the library start by opening “by appointment” only consider “open by appointment” only.
      - i. Board President Andrea Beckendorf and Director Kristin Torresdal responded to the public comment sharing that the meetings are still open to the public and shared construction updates that prohibit, due to liability concerns, the library opening to the public at this time. They will continue to expand curbside pick-up and other services that can be done safely during construction and the Pandemic. Construction should be complete by the end of December or beginning of next year.
      - ii. Will consider the possibility of public spaces to hold Board Meetings in the future.
      - iii. Hot spots were discussed to help support the community and their Internet needs while the library is closed. They are currently cost prohibitive due to initial cost and monthly fees, but the library would be open to ideas to make these possible.
      - iv. Director Torresdal will continue to share press releases and Facebook posts to keep the community updated on the construction process
  11. Upcoming Meetings: Monday, October 12, Monday, November 9, Monday, December 14
  12. Adjourn at 4:58pm

Respectfully Submitted,

Shanna Putnam Dibble, Board Secretary