

Decorah Public Library Board of Trustees Meeting Minutes
Monday, December 14, 2020

Attendees:

Board members: Beckendorf, Brooks, Felde, Hageman, Horton, Putnam Dibble, Fjelstul, Pellett

Absent: Johnson

Library Director: Kristin Torresdal

Guests: Janelle Pavlovec, Cynthia Peterson, Paul Scott, and Rachael Button

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 at 4pm
2. Participation Instructions
3. Approval of Agenda for December 14, 2020. Agenda approved.
4. Minutes Approval
 - a. Moved by Robert Felde to approve, seconded by Andrew Hageman, and approved unanimously
5. Claims Approval
 - a. Many expenditures from capital improvements including painting, commercial flooring, Peter's Construction, Skylight Panels, and Spahn and Rose Lumber, and Furniture.
 - b. The RSVP Program is the recipient of \$10,000 in CARES funding.
 - c. Moved by Andrew Hageman to approve, seconded by Brooks, and passed unanimously
6. Public Comment
7. Director's Report
 - a. Zach Row-Heyveld was hired to fill the Administrative Coordinator position. He will begin work on January 11. Zach has spent his professional career in museums and archives and has vast experience in public programming and marketing, audience engagement, and strategic planning.
 - b. Interior Renovations continue; flooring is complete and movers were on-site the first week of December to return furniture, collections, and technology to their original positions. Painters are continuing their work and will be on site for another couple of weeks. The canopy was rebuilt over the loading dock and is now ready for the roof and gutters to be added. Skylights should be installed the week of 12/14. Check out the Library's Facebook page for photo updates! One of the projects on the horizon is to systematically evaluate office spaces in the building to determine how to put them to best use in accordance with the Board's service roles and goals.
 - c. The Budget Committee reviewed the proposed FY22 Budget and it was submitted to City Hall on 12/11. Winneshiek County Library Directors will make their annual report/request for funding to the County Supervisors on January 11.

The Friends agreed to fund the library's request for \$8,400 for program funding for 2021. The library has also applied for the annual Methodist Frust Grant.

- d. November was another busy month for curbside, book bundles, and Take-and-Make projects.
- 8. Friends of Decorah Public Library Report: Cynthia Peterson
 - a. \$8,400 given to the library for programming in 2021
 - b. Memberships keep coming in, very happy with response
- 9. Unfinished Business
 - a. Discuss Phased Expansion of Services Plan Updates
 - i. Conditions/benchmarks for expanding services
 - 1. Reopen with stage 4 - Limited Building Access with Express Services
 - 2. Opening date still dependent on skylights and local numbers
 - ii. Parameters of Use
 - 1. Consider express service offerings prior to full opening - limited time frame to complete tasks
 - 2. Limited building access and looking for date to begin this phase
 - i. Considering special times for those identifying as high risk
 - ii. Limiting time and surface touching
 - iii. Creating a guide for patrons on how to use library when it reopens for express services
 - b. Discuss continued hybrid meeting format
 - i. Continue offering hybrid format through January, February and March Board Meetings
 - 1. Approved by Pellett followed by Hageman, motion passed unanimously
- 10. New Business
- 11. Upcoming Meetings
 - a. Monday, January 11, Monday, February 8, Monday, March 8
- 12. Adjourn at 5:03 pm

Respectfully Submitted,

Shanna Putnam Dibble, Board Secretary