

Decorah Public Library Board of Trustees Meeting Minutes  
Monday, November 11, 2020

Attendees: Board members Beckendorf, Brooks, Felde, Fjelstul, Hageman, Johnson, Pellett, Horton, Putnam Dibble; Library Director Kristin Torresdal; Guests Rachael Button, Paul Scott, Janelle Pavlovec

Andrea Beckendorf called the meeting to order at 4:09 p.m. Attendees had the opportunity to participate electronically via Zoom or in-person at Decorah City Hall.

1. Call to Order 4:09
2. Participation Instructions
3. Approval of Agenda for November 11, 2020. Agenda approved.
4. Minutes Approval
  - a. Moved by Elliot Johnson and seconded by Bob Felde; approved unanimously.
5. Claims Approval
  - a. New furniture was purchased for the Large Print area (previous furniture was 25 years old)
  - b. Capital improvements - paid for remainder of flooring
  - c. Moved by Andrew Hageman and seconded by Elliot Johnson; approved unanimously.
6. Public Comment
  - a. Shanna Putnam Dibble - Pumpkin Project
    - i. Thank you to the Public Library for being a major sponsor for this family engagement project
    - ii. All area preschool-2nd grade students and families were invited to read a book together and were then given a pumpkin to decorate to represent the book
    - iii. Over 130 families participated
    - iv. Advertised/encouraged the use of the Library's curbside services and Book Bundles
    - v. Link to Video celebrating this project:  
[https://drive.google.com/file/d/1M6b7e3ad0ZuzGuXaUoBD\\_1MVELgAjCOW/view?usp=sharing](https://drive.google.com/file/d/1M6b7e3ad0ZuzGuXaUoBD_1MVELgAjCOW/view?usp=sharing)
7. Director's Report
  - a. There was an impressive applicant pool for the Administrative Coordinator Position, three candidates will be brought in to be interviewed this week, with an anticipated decision no later than November 20.

- b. Interior renovations continue - painters are working on the main floor, floor crews are working on the lower level and baseboards on the main floor, skylight panels were delivered ahead of schedule and will likely be installed this month.
      - c. The Annual Survey was completed and submitted to the State Library.
- 8. Friends of Decorah Public Library Report: Cynthia Peterson
  - a. Over \$7,000 was raised in memberships during the month of October with more coming in November
  - b. Friends will be able to continue to support at the level they have previously and beyond
- 9. Unfinished Business
  - a. Phased Expansion of Services Plan Updates
    - i. Reviewed Conditions Benchmark for Expanding Services and parameters of use
    - ii. Will need to follow all local, state and/or national directives for being open
    - iii. Looked at other models - "express service"
      - 1. Limited time for browsing and computer usage
      - 2. Not to be used as a social gathering place at this time
      - 3. Reduced hours
        - a. Consider expanding proposed hours to include time on Saturday
    - iv. Will review updated draft at December meeting
    - v. Consider making decision on a quarterly basis
    - vi. Must be nimble and flexible to adapt plans to ensure health and safety of all patrons and staff
- 10. New Business
  - a. No New Business
- 11. Upcoming Meetings
  - a. Monday, December 14, Monday, January 11, Monday, February 8
  - b. Continue both in-person and zoom options for November and December Meetings
- 12. Adjourn at 4:42pm

Respectfully Submitted,

Shanna Putnam Dibble, Board Secretary