

Decorah Public Library Board of Trustees Meeting Minutes
Monday, January 11, 2021

Attendees: Board members Beckendorf, Dibble, Horton, Felde, Brooks, Johnson, Fjelstul, Pellett; Library Director Kristin Torresdal; Guests Paul Scott, Cynthia Peterson, Lorraine Borowski, Rachael Button, Zach Row-Heyveld, Chopper Albert

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 December 14, 2020. Agenda approved.
4. Minutes Approval
 - a. Moved by Horton, Seconded by Brooks, minutes passed unanimously
5. Claims Approval
 - a. RSVP Received \$10,000 in CARES funding
 - b. There were some larger expenditures from CARES funding - stipulated that it had to be spent by RSVP by end of December
 - c. There were some building expenses that were larger, but anticipated, otherwise business as usual
 - d. Moved by Johnson, seconded by Pellett, claims passed unanimously
6. Public Comment
 - a. Mayor Borowski - thanked the Board and Library Staff for their hard work during the Pandemic
7. Director's Report
 - a. Julie Ohde resigned from the RSVP Volunteer Coordinator position, effective mid-to-late February, position will be advertised soon. RSVP positions are fully funded by RSVP revenue (separate from library revenue)
 - b. Interior Renovations are nearing completion. Paint, flooring, and skylight installation are done. There are several other small miscellaneous projects to complete. ServiceMaster will be doing deep cleaning the week of January 18th.
 - c. The City Council budget work session will take place Tuesday, January 19.
 - d. Curbside pickup remains popular and well-utilized among library patrons.
 - e. Library staff participated in a State Library webinar on January 7 entitled "An Empathy Driven Response to Covid Related Behavior" and followed it with a DPL-specific zoom discussion about the webinar content and policy/procedure/ideas/concerns/strategies for reopening.
8. Friends of Decorah Public Library Report: Cynthia Peterson
 - a. Not meeting until Wednesday
 - b. Round up at the Register occurring at the Oneota Co-Op with proceeds going to the RSVP Program
9. Unfinished Business
 - a. Discuss Phased Expansion of Services Plan Updates

- i. Conditions/benchmarks for expanding services
 - 1. Director Torresdal spoke with Public Health to share considerations for new phase including focusing on a plan for after school hours, considering impacts of staff scheduling and duties if staffing is reduced due to sickness or quarantining, determining capacity of the main floor, and limiting traffic to 50%, avoiding use of upstairs or basement, frequent cleaning of high touch services
 - 2. The library would need approximately 2 weeks of lead time to open for express services
 - 3. The library plans to continue current services (Curbside, *Make and Takes*, etc), as staffing allows, while adding express services
 - 4. The Library will continue to work on a plan regarding how to determine if/when the library would need to close again after re-opening
 - 5. The library will be considering shortened hours with express services to ensure adequate staffing and ability to continue curbside services
 - 6. A motion was made by Brooks to reopen the library with the Library Director having discretion to close the library as needed. Motion was seconded by Felde. The motion was opposed by the remainder of the Board and did not pass.
 - 7. Hageman moved for the Library to open on February 1 with an Express Service Plan. The Library director would have authority to close the library if staffing availability was reduced beyond the point that services could continue safely and effectively. The library director would consult the Board if a longer term closure was needed due to external circumstances. Motion was seconded by Dibble, and approved by the majority of board members. The Motion Passed.
- b. Discuss continued hybrid meeting format
 - i. Board Meetings will continue with a Hybrid Format for upcoming months. Participants can join via Zoom or phone or in person at City Hall.

10. New Business

- a. Consider request from Olson Explosives to host federally-mandated safety training
 - i. Shannon Horton made a motion to approve the request, following specific rules and guidelines be in place and Director Torresdal having the ability to cancel if concerns arise as the date approaches. Motion was seconded by Felde. Motion was approved by the majority and passed.

11. Upcoming Meetings

- a. Monday, February 8, Monday, March 8, Monday, April 12

12. Adjourn at 5:45pm

Respectfully Submitted,
Shanna Putnam Dibble, Board Secretary