

Decorah Public Library Board of Trustees Meeting Minutes
Monday, April 12, 2021

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

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 April 12, 2021. Agenda approved.
4. Minutes Approval
 - a. Moved by Horton, seconded by Brooks
 - b. Approved Unanimously
5. Claims Approval
 - a. Moved by Pellett, seconded by Felde
 - b. Approved Unanimously
6. Public Comment
 - a. Shanna Putnam Dibble - Family Engagement Kit Collaboration; Putnam Dibble, Elementary Learner Advocate from the Decorah School District, expressed gratitude for the library's financial support/collaboration for Family Engagement kits for *Reading Month*. Over 100 community preschool students and 100 Kindergarten through second grade students enjoyed kits with a variety of engaging literacy activities to do with their families.
7. Director's Report
 - a. Working through RSVP Volunteer Coordinator Hiring Process.
 - b. The ceiling has been installed on the loading dock canopy and new doors were installed in the Administrative Coordinator's office.
 - c. The library received \$8,400 from the Friends of Decorah Public Library for 2021 Programming and \$6,000 from the Marion E. Jerome Foundation. The library also received significant memorials (nearly \$1,000) in memory of JoAnn Davis.
 - d. Circulation is trending up as building traffic and in person checkouts increase while curbside and book bundles remain popular. It was a busy month in programming, with 743 attendances across 23 programs. Programs are continuing in virtual and distance formating in the green zone.
 - e. The Green Zone phase of the Pandemic Response Plan continues to go well. Current hours and services seem to be meeting those needs that the library is able to safely meet at present.
 - f. Staff are working on professional development, particularly within the context of delivering the *Gallup Strengths Finder* data for the management team.
 - g. Projects including inventory of the collection and implementing a process to encourage greater accountability for lost materials is under way.

8. Friends of Decorah Public Library Report: Cynthia Peterson
 - a. Annual meeting is April 26 at 7pm, publicity will be coming out.
 - b. Working to increase membership and contributions from members.
9. Unfinished Business
 - a. Director Evaluation Materials due to Beckendorf by April 12
10. New Business
 - a. Discuss Chapter 4-5 of the new Board of Trustees Handbook (Hiring the Library Director and Budgets)
 - b. Chapter 4: Hiring the Library Director Board members shared how smoothly the hiring of a new Library Director went in 2017 and appreciated collaborative efforts and support from the City
 - c. Chapter 5: Budgets - Budget management and process have always gone smoothly, with a very "straight forward" process. There is a yearly Audit through the City.
11. Upcoming Meetings
 - a. Monday, May 10, Monday, June 14, Monday, July 12.
 - b. City Council Chambers are available on these dates, so meetings will be held with opportunities to join in person or via Zoom.
12. Adjourn at 4:40pm

Respectfully Submitted,

Shanna Putnam Dibble, Board Secretary