

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

Attendees: Board members Beckendorf, Brooks, Felde, Fjelstul, Hageman, Johnson, Pellett, Horton, Putnam Dibble, Cynthia Peterson (Friends Liaison); Library Director Kristin Torresdal; Guests Rachael Button, Zach Row-Heyveld, Janelle Pavlovec

Andrea Beckendorf called the meeting to order at 4:01 p.m.

1. Call to Order
2. Participation Instructions: Attendees had the opportunity to participate electronically via Zoom or in-person at Decorah City Hall
3. Approval of Agenda for July 12, 2021. Agenda approved.
4. Minutes Approval for June 14 Board Meeting. Minutes were approved unanimously.
5. Claims Approval
 - a. There was enough funding in the fiscal budget to make some of the purchases approved at the June Board Meeting including Savannah software and new door counter system
 - b. Received undesignated donation of \$1,000 from a library patron
 - c. Approval of claims moved by Hageman and seconded by Pellett, approved unanimously
6. Public Comment
 - a. No Public Comment
7. Director's Report
 - a. Advertising for the Circulation Manager began July 2. Applications will be accepted until July 23, with interviews to follow in late July/early August
 - b. The library was awarded the full \$5,000 available through the American Rescue Plan Act grant currently being administered by the State Library and will purchase A/V equipment for the public meeting room.
 - c. The library traffic more than doubled from May to June, June saw 2,000 checkouts beyond the total for the next-highest circulation month (March), more than 625 people attended 27 programs for all ages (in-person, distanced/outdoor, and virtual), staff catalogued over 320 new titles for the collection, more than 500 patrons used Libby to borrow e-books/digital audios, and RSVP volunteers served over 2,000 hours in the community.
8. Friends of Decorah Public Library Report: Cynthia Peterson
 - a. No Report from the Friends as they do not meet in July
9. Unfinished Business
 - a. The Board Discussed chapters 11-13 of the new State Library of Iowa Board of Trustees Handbook
 - i. Board discussed the previous addition of time for "Public Comment" in board meeting agendas and the importance of public meetings to inform patrons of current library news as well as gathering input to most effectively serve the community.

- ii. The Board discussed future agenda items to plan for new Board positions and committee needs in upcoming years
- iii. The Board Discussed completing a Board Development Planning Session

10. New Business

- a. Consider meeting format moving forward
- b. Hageman motioned for a Hybrid meeting on August 8th with options for participants to join in person in the Library's public meeting room or virtually via Zoom. Felde seconded the motion and it passed unanimously.

11. Upcoming Meetings: August 9, September 13 , October 11

12. Adjourn at 4:54pm

Respectfully Submitted,

Shanna Putnam Dibble, Board Secretary