

Decorah Public Library Board of Trustees Meeting Minutes  
December 13, 2021

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

Andrea Beckendorf called the meeting to order at 4:04 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 12/13/21. Agenda approved unanimously.
4. Minutes Approval
  - a. Moved by Pellett, seconded by Fjelstul and approved unanimously
5. Claims Approval
  - a. Approved by Horton, seconded by Johnson and approved unanimously
6. Public Comment
  - a. None
7. Director's Report
  - a. The library has filled one library assistant full time position, pending physical and drug screening required by the City. They are significantly short-staffed and are seeking to fill a couple of additional part-time positions.
  - b. The new lower level book drop has arrived. The library is waiting for custom graphics and then will install.
  - c. The proposed budget for the fiscal year beginning July 1 is due to City Hall on December. 14.
  - d. Visits to the library building are back to being within 5% of a 'normal,' non-Covid year.
  - e. Based on current data, the Decorah Public Library ranks quite high, in the 75th percentile, compared to similar sized libraries in Iowa regarding children and adult programming.
  - f. The Library will be closed Friday, December 24, 25, 31 and January 1
8. Friends of Decorah Public Library Report: Cynthia Peterson
  - a. They are done with the Membership drive and had an excellent response
  - b. Friends will be donating \$12,000 to the Library for annual 2022 programming and marketing contribution (an increase from \$8,400)
9. Unfinished Business
  - a. None
10. New Business
  - a. Consider purchase of entry rugs
    - i. Motion from Pellet to approve, seconded by Johnson and approved unanimously
  - b. Consider revised rules of conduct policy
    - i. Pellet moved, seconded by Fjelstul and passed unanimously

- c. Consider revised safe child policy
    - i. Pellet moved, Hageman seconded, and passed unanimously
  - d. Consider revised security camera policy
    - i. Pellet moved, seconded by Fjelstul, and passed unanimously
  - e. Consider revised sex offender policy
    - i. Moved by Putnam Dibble, Seconded by Horton, and passed unanimously
  - f. Consider purchasing policy
    - i. Moved by Pellet, seconded by Johnson, and passed unanimously
  - g. Discuss Strategic Plan draft
    - i. Looking to ensure plan is based on what we know, focus on what we can control, identify what will not change and invest in that direction
    - ii. Five big picture themes were discussed and will continue to be reviewed; Engaging Community, Equitable Access, Exceptional Experience, Enticing Spaces, and Empowering Staff
11. Upcoming Meetings
- a. Monday, January 10, Monday, February 14, Monday, March 14
12. Adjourn at 4:51pm

Respectfully Submitted,

Shanna Putnam Dibble, Board Secretary