

Decorah Public Library Board of Trustees Meeting Minutes
Monday, January 10, 2022

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

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 the Decorah Public Library Public Meeting Room.

1. Call to Order
2. Participation Instructions
3. Approval of Agenda for January 10, 2021. Agenda approved.
4. Minutes Passed unanimously
5. Claims Approval
 - a. Moved by Pellett, seconded by Johnson, passed unanimously
6. Public Comment
 - a. No Public Comment
7. Director's Report
 - a. Library is getting closer to being fully staffed after hiring a couple of new part time staff members
 - b. Finalizing plans for updating the Public Meeting room which was part of the initial plan for the interior renovation of the library
 - c. Staff members are working on Grants through the Winneshiek County Community Foundation and Methodist Church to enhance programming and community outreach
 - d. On January 3 the Library's annual report and budget request was presented to the Winneshiek County Board of Supervisors followed by an annual presentation to City Council that evening
 - e. The Library needed to close for two days (January 7 and January 8) due to staff illnesses. The library will continue to assess its ability to operate in the coming weeks while dealing with staff illnesses.
8. Friends of Decorah Public Library Report: Cynthia Peterson
 - a. Expressed gratitude for donations to Friends of Decorah Public Library
 - b. Donated \$12,000 to the Library for the upcoming year for programming and related marketing
 - c. Approved memorandum of understanding at last meeting
9. Unfinished Business
 - a. Consider Board Bylaws' hybrid meeting guidelines
 - i. Board members expressed that hybrid meetings allow for increased accessibility for participation and allow for a variety of diverse board members and community members to participate in Library Board Meetings

- ii. City Attorney and City Manager expressed no concerns with the hybrid model, also noting it increases accessibility to the community; closed sessions cannot be done virtually
- iii. A Motion was made by Beckendorf to add an addition to the bylaws, Article IVa; "The board will conduct monthly meetings with both virtual and in-person options available for attendance." The motion was seconded by Putnam Dibble and passed unanimously
- iv. Based on the advice of the City Attorney, Torresdal suggested that the wording also include, "Board members may elect to attend in either manner (virtually or in person) for any reason". Beckendorf made the motion to add that language, Elliot seconded this motion and it was passed unanimously.

10. New Business

- a. Consider eliminating late fees
 - i. Would go into effect immediately
 - ii. Service policy would be updated to reflect the change
 - iii. Moved by Fjelstul, Seconded by Hageman, Passed unanimously
- b. Consider Friends of DPL MOU
 - i. Clarifies relationship between library and Friends of the Decorah Public Library
 - ii. Motion by Pellett, seconded by Johnson, approved unanimously
- c. Discuss Strategic Plan Draft
 - i. Final draft due next month for accreditation
 - ii. Ed Brooks made recommendations for the strategic plan to include utilizing program attendance at children and adult programming to measure effectiveness. Brooks proposed a 25% increase in attendance at adult programming by June 2025.
 - iii. Several Board Members expressed concern in utilizing attendance rates to judge effectiveness
- d. Review Annual Report
 - i. The Board reviewed the statistical and visual report that demonstrated what the library has been up to in the last year. Credit was given to many staff members that led to the work in the report as well as compiling the data for the report.

11. Upcoming Meetings

- a. February 14, March 14, April 11

12. Adjourn at 5:00pm

Respectfully Submitted,

Shanna Putnam Dibble, Board Secretary