

Decorah Public Library Board of Trustees Meeting Minutes
Monday, March 14, 2022

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

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 March 14, 2022; approved by acclamation
4. Minutes approved by acclamation
5. Claims Approval
 - a. Moved by Felde and seconded by Hageman, approved unanimously
6. Public Comment
 - a. No Public Comment
7. Director's Report
 - a. Staff member Carmen Buss has retired
 - b. New cabinets and sinks have been installed in the public meeting room
 - c. Air conditioning needs to be installed in two server rooms in the building as the old unit has died and cannot be repaired
 - d. City Council approved the FY23 budget
 - e. Building traffic in February was the highest it has been since February 2020 (pre-pandemic)
 - f. Accreditation application and supporting materials have been submitted and library personnel are working on a detailed plan for year one projects
8. Friends of Decorah Public Library Report: Cynthia Peterson
 - a. Will most likely be receiving a \$50,000 donation
 - b. Annual Meeting April 24th at 7pm at Impact Coffee and will focus on the Decorah Crater
 - c. Approved \$1,000 donation to Decorah Public Library to honor Carmen Buss and her years of service/retirement from the library
9. Unfinished Business
 - a. No Unfinished Business
10. New Business
 - a. Discuss Board Member Recruitment
 - i. Three members have their terms expiring in June: Beckendorf, Brooks, Felde
 - ii. Brooks and Felde will be retiring from the board, Beckendorf will reapply
 - iii. New terms will begin in July

- iv. Will ensure best efforts to make the Library Board representative of the community, as well as to maintain gender balance in accordance with City policy
 - b. Consider purchase of air conditioning units specific to server rooms
 - i. Air conditioning unit needs to be replaced
 - ii. \$6,000 will be paid out of IT Department, which will leave \$1,800 for the Library to cover (would cover materials, labor, etc)
 - iii. A Motion was made by Horton, seconded by Hageman, and approved by the Board to pay for a portion of the air conditioning unit, in an amount not to exceed \$2,500
 - c. Review DPL Organizational Chart
 - i. Director Torresdal shared an updated Organizational chart that provides additional opportunities for shared leadership while best meeting the needs of the organization and ensuring all staff are supported
 - d. Review Director evaluation categories part I; Administration, Budget, Personnel, Collection
 - i. The Board reviewed the Director Evaluation categories and Torresdal provided additional clarification regarding the areas of Administration, Budget, Personnel and Collection including how she investigates and pursues additional funding and creates a system for shared leadership among staff
11. Upcoming Meetings
- a. April 11, May 9, June 13
12. Adjourn at 5:06pm

Respectfully Submitted,

Shanna Putnam Dibble, Board Secretary