

Decorah Public Library Board of Trustees Meeting Minutes
Monday, April 11, 2022

Attendees: Board members; Beckendorf, Brooks, Felde, Fjelstul, Hageman, Johnson, Pellett, Horton, Putnam Dibble; Friends of DPL Liaison Cynthia Peterson; Library Director Kristin Torresdal; Library staff members Zach Row-Heyveld, Tricia Crary, Rachael Button; 3 guests

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 4:00pm
2. Participation Instructions
3. Approval of Agenda for April 11, 2022; approved by acclamation
4. Minutes approved by acclamation
5. Claims Approval
 - a. Moved by Brooks, seconded by Pellett and passed unanimously
6. Public Comment; No Public Comment
7. Director's Report
 - a. Improvements to Public meeting room are almost complete
 - b. Zach Row-Heyveld and Rachael Button successfully applied for a Winneshiek County Community Foundation Grant in the amount of \$3,357 for a mobile outreach kit.
 - c. Circulation, program attendance, visits to the building, and internet usage (wired and wireless, both) were all higher in March than they have been in quite some time. Building visits are at a 5-year high. Program attendance was almost double the average
 - d. Many DPL staff members participated in professional development opportunities over the past month. Rachael Button and Tricia Crary's conference proposal about Place-Based Librarianship has been accepted by UW-Madison for an October conference.
 - e. The library launched a new twice-monthly DPL newsletter for adults that will highlight upcoming programs and other things happening at the library.
8. Friends of Decorah Public Library Report: Cynthia Peterson
 - a. Recognized National Library Week with gift certificates to each staff member in appreciation for all they have done
 - b. Working on how to retain members
 - c. The Friends of DPL's annual meeting is Monday, April 25, at 7 pm, at Impact Coffee.
9. Unfinished Business
 - a. Review ADA checklist
 - i. Moved by Hageman, seconded by Felde and passed unanimously
 - b. Discuss Board Recruitment
 - i. Mayor has received a handful of applications for open Board Positions

- c. Review Director evaluation categories part 2: Community Relations, Library Board Relations, Liaison Responsibility, Professional Development; Goals
 - i. Evaluations due Monday, April 18
- 10. New Business
 - a. Consider unpaid leave of absence request
 - i. No concerns with employee taking this leave
 - ii. Motioned by Horton, seconded by Hageman, approved unanimously
 - b. Discuss Director evaluation expectations and timeline
 - i. Materials went out via email today (April 11) and due by April 18
- 11. Upcoming Meetings
 - a. May 9, June 13, July 11
- 12. Adjourn at 4:36pm

Respectfully Submitted,

Shanna Putnam Dibble, Board Secretary