

## KASSON PUBLIC LIBRARY (KPL) BOARD OF TRUSTEES MEETING MINUTES

Tuesday, January 14<sup>th</sup>, 2020, at 6:23pm in the Library

**Present:** Lisa Carlsen, Melissa Ferris, Tarik Kamel, Laurie Schultz, Jon Wright and Pat Shaffer-Gottschalk, Interim Director

**Absent:** none

**Visitors:** John Talcott, representing Friends

**Petitions to the Chair:** Motion by Ferris to replace the cassette recorder with a digital recorder; 2<sup>nd</sup> by Kamel. Motion passed.

**Amendments to Agenda:** Motion by Kamel to accept the agenda; 2<sup>nd</sup> by Schultz. All ayes.

**Minutes of the Dec 10<sup>th</sup> KPL Board Meeting:** Motion to approve by Wright, 2<sup>nd</sup> by Kamel. Motion carried.

**Minutes of the Dec 23<sup>rd</sup> KPL Special Board Meeting:** Motion to approve by Wright, 2<sup>nd</sup> by Ferris. Motion carried.

**Financial Reports/Payables:** KPL carpets underwent cleaning for the first time. Board agreed this should be a yearly routine. Motion to approve by Wright, 2<sup>nd</sup> by Schultz. Motion carried.

**Monthly Reports/Receivables:** Some statistics may no longer be made available in the future through SELCO. Motion to approve by Wright, 2<sup>nd</sup> by Kamel. Motion carried.

### Director's Report:

- Results of the Dec 20<sup>th</sup> Safety Inspection were presented to the Board. KPL max. capacity was calculated to be 250 occupants. Testing of the fire alarm system scheduled to occur on Jan 14<sup>th</sup>. Remaining construction products, such as adhesives, were removed from KPL. At least 1 CO<sub>2</sub> detector is required. Board recommended purchasing between 2-3: one for the dome area, one for the community room, and possibly one for the employee breakroom. John Talcott will help to anchor the oak computer pedestals to the wall. Pat will create a monthly checklist for a visual inspection of the fire extinguishers.
- 20-yr plan for KPL major expenses to be given to the city by Feb 15<sup>th</sup>. Board agreed the priorities are as follows:
  1. Parking lot expansion and proper drainage
  2. Roof replacement
  3. Stucco maintenance
- Kelly Bell on vacation Jan 21-24<sup>th</sup>.
- Byron Robotics Team visited KPL on Dec 27<sup>th</sup>.
- Blind Date with a Book scheduled on Feb 6 and 27<sup>th</sup>. 2 authors will be present on Feb 6<sup>th</sup>.
- Dates are set and grants are written for SRP Fun Friday performances.
- Applied for a grant for a May author tour.

### Building Report:

- Charlie and the City crew installed new elbow & diversion pipe on Dec 27<sup>th</sup> and sealed the service door for winter with tarp and sandbags.
- Charlie was unable to adjust the handicap door delay and suggested calling Bowman Door Solutions.
- Wall support brackets need to be installed for the computer pedestals. John Talcott volunteered.

### Committee Reports:

City Council: Tim Ibisch from Blue Earth is the new Kasson City Administrator.

Friends of the Library: Book sale is next week. The Annual Meeting including the Friends of the Year presentation will be held on Feb 1.

SELCO Board of Director's Meeting: no report

**Old Business:** none

**New Business:** Safety Inspection Follow-up – refer to the Director's Report for details.

**General Discussion:** none

**Adjourn:** 7:18pm

**Respectfully submitted by:** Laurie Schultz, secretary