

KASSON PUBLIC LIBRARY (KPL) BOARD OF TRUSTEES MEETING MINUTES

Tuesday, March 10th, 2020, at 6:00 PM Kasson Public Library

Present: Lisa Carlsen, Melissa Ferris, Jon Wright, Tarik Kamel, and Pat Shaffer-Gottschalk

Absent: Laurie Schultz

Visitors: Tim Ibisch, Kasson City Administrator; John Talcott and Will Lambert, both representing Friends

Petitions to the Chair: none

Amendments to the Agenda: none

Minutes of the Feb 11th KPL Board Meeting: Motion to approve by Wright, 2nd by Kamel. All ayes, motion carried

Financial Reports/Payables: Pat reported that the MN Energy staff member was not reading KPLs meter correctly. Motion to approve by Wright, 2nd by Ferris. All ayes, motion carried.

Monthly Reports/Receivables: Chrome book checkouts are up likely attributed to usage by job seekers. Motion to approve by Kamel, 2nd by Wright. All ayes, motion carried.

Director's Report:

- There was no job description for the library aide position. It had to be created. There were 27 applications that will be reviewed and scored by the City Administrator Tim Ibisch. Interviews will be next week with the hope of hiring someone to start the 1st week of April. Kelly, Laurie, and Pat are the hiring committee.
- Donovan Lambright's SELCO colleagues brought money for a memorial gift for his daughter Kaylee.
- SELCO ILS had no changes for KPL.
- KPLs computers all needed updates to Windows 10. Chrome laptops all have mouses and there are good comments so far.
- The Annual Report has been very time-consuming (25 hrs). Pat used a SELCO liaison as there were some discrepancies noted. An amended 2019 report might have to be filled out.

Building Report:

- There is a "heave" in front sidewalk, which is a hazard. Pat notified Charlie.
- The parking lot has 2 plastic spikes (from curb) sticking up and they are covered with cones now and will be removed when thaw comes.
- John Talcott repaired chairs, fixed shelves, changed furnace filters, and will shore up tables in the WiFi booth area.

Noteworthy Items:

- Blind Date with a Book was Feb. 6 and Feb 27 with a total of 70 attending.
- Trivia Night returns on Tues., Apr 21 at 7pm
- Best-selling author Brian Freeman on Tues., May 12 at 7pm. This is grant-funded and immediately following the board meeting. Board meeting has been moved to 5:30

Committee Reports:

City Council: nothing to report

Friends of the Library: John Talcott and Will Lambert reported a great January sale and are looking forward to the May sale.

Old Business: The Summer Reading Program will be *Everybody Can* a competition with kids and adults reading at least 15 minutes a day.

New Business: Edible Architecture display was headed by Nancy and was fun. Pat will attend a safety meeting on 3/20 on preparing for the Coronavirus. Kamel signed the State Annual Report.

General Discussion: none

Adjourn: 7:00pm

Respectfully submitted by: Tarik Kamel, Chair