

KASSON PUBLIC LIBRARY (KPL) BOARD OF TRUSTEES MEETING MINUTES

Tuesday, July 14th, 2020, at 6:00pm in the Library

Present: Lisa Carlsen, Melissa Ferris, Pres. Tarik Kamel, Laurie Schultz, Jon Wright and Dir. Pat Shaffer-Gottschalk

Absent: none

Visitors: Nancy Zaworski, Kasson Finance Director

Petitions to the Chair: none

Amendments to Agenda: Pat requested to add "11.3 Reschedule Board Meeting due to Election Day". Motion to approve agenda by Kamel, 2nd by Wright. Motion carried.

Guest Nancy Zaworski: Nancy presented four options regarding future parking lot expansion and the current library reserve funds to the Board:

1. Fund the amount out of the reserve fund.
2. Budget and save for 3 years.
3. Fund the project using several shared city sources.
4. Fund the amount from personnel budget recoups with assistance from the reserve fund.

Minutes of the June KPL Board Meeting: Motion to approve by Wright, 2nd by Ferris. Motion carried.

Financial Reports/Payables: Motion to approve by Schultz, 2nd by Kamel. Motion carried.

Monthly Reports/Receivables: Motion to approve by Wright, 2nd by Ferris. Motion carried.

Director's Report:

- Funded by a free grant from OCI, KPL has been digitizing KM High School yearbooks from 1950-present. All but a few missing years are being processed. Requests for the missing years are included in the City of Kasson utility bill.
- KPL website now features a free resume builder.
- New flags were purchased and a new halo light above the state flag was replaced.
- New countertops, courtesy of Jon Wright, are available in the MakerSpace. Friends of KPL donated tables and chairs.
- Funded by recent memorial donations, an annotated bibliography and additional resources on the subject of grief and loss will be made available.
- Funded by donations, books on the subject of inclusion will be purchased.
- Gale Udemy, costing \$2500/year subscription, provided a lack-luster trial for Board members.
- Beginning September, Pat will present 2+ library policies for Board review and approval in order to update KPL policies.

Summer Reading Program (June 1-July 31):

- 406 books in June were given away twice a week to children (preschool-high school) utilizing the Book Bug.
- 4 online Storytimes reached 1,334 people.
- 480 people have viewed the 2 grant-funded, professional programs online.

Building Report:

- Roto-Rooter offered 2 recommendations regarding the plumbing: install a "total toilet" with a different trapway and better line carry or continue flushing the line with 5 gallons of water at the end of each day. At this time, KPL will continue flushing the line.
- Fire alarm system was testing on July 1st with extinguishers checked monthly.
- Paint estimates by Josh Fjerstad Painting and Nickelson Painting were presented. Motion to approve Josh Fjerstad Painting by Schultz, 2nd by Wright. Motion approved. Funds from the library reserve will be used to cover the cost.

2021 Budget:

- Kasson City Engineer Brandon Theobald estimates the 2021 cost for the parking lot expansion to be \$45,000 and the delivery door entrance project to be \$25,000.
- Pat proposed the 2021 KPL Budget. With the recommendations from Nancy Zaworski, the Board requested a substantial increase to Capital Improvements for future needs. Ferris motioned to approve the budget on the conditions that it not exceed the 2020 approved budget of \$425,535 and that the Capital Improvements line item be approved by Nancy Zaworski; 2nd by Schultz. Motion passed.

Committee Reports:

City Council: none

Friends of the Library: none

SELCO Board of Director's Meeting: none

Old Business: The Gale Udey trial did not entice any Board members to support joining. KPL staff will continue pouring water down the toilets to attempt to flush the piping rather than investing in a new toilet.

New Business: 2021 Budget and the parking lot expansion as covered under the Director's Report. The KPL Board of Trustees meeting for August was rescheduled to August 18th due to the 11th being an election day.

General Discussion: none

Adjourn: 7:45pm

Respectfully submitted by: Laurie Schultz, secretary