

Kasson Public Library (KPL) Board of Trustees

Meeting Minutes

Tuesday Sept. 8, 2020 at 6:00 p.m. in the Library

Present: Lisa Carlsen, Melisa Ferris, Jon Wright and Director Pat Shaffer-Gottschalk

Jon Wright conducted the meeting as Chairperson Kamel was absent.

Visitors: none

Petitions to the Chair: none

Amendments to the Agenda: none

Presentation by Dan of Schwickert's regarding a possible annual roof inspection program: Dan did not attend the meeting.

Minutes of August KPL Board Meeting: Motion to approve by Ferris, second by Wright. Motion carried.

Financial Reports/Payables: Motion to approve by Ferris, second by Carlsen. Motion passed.

Monthly Reports/Receivables: Wright motioned to approve, second by Carlsen. Motion passed. Pat commented that the Chrome books have not been in circulation due to COVID19.

Director's Report: KPL Relay for Life team raised \$840.00 with a "Coffee for a Cause" fundraiser.

Pat stated she attended a webinar on accounting changes for virtual and curbside programs for the 2020 state annual report and it was very pertinent to the CCOVID 19 situation.

Officer Kasel taught a refresher course on "Run, Fight, Hide".

Pat, along with Ron Unger, Parks and Rec head, is assisting a Girl Scout who is working on her Gold Award by building two picnic tables and a music wall adjacent to the Library.

Brian Freeman will be live streamed from SELCO Facebook on Oct. 1<sup>st</sup> plus Laurie Mackenzie will present a live-in person program of Scottish music on 11/5 (rescheduled from summer).

#### Policies

Pat had revised the KPL Circulation Policies and Chrome book/HP Laptop KPL lending agreement.

Board members reviewed changes and Wright suggested Pat bring final version to October meeting.

#### Investing Library Reserve Fund

N. Zaworski invested \$90,000.00 of Library reserve funds.

#### Building Report

Tony Carroll (Total Plastering) could not complete repair work because stucco would not adhere due to saturation of the wall. He made suggestions as to how to remedy the issue and other companies to contact.

Board discussed whether this could be put back on builder. Legalities were discussed. Board suggested Pat contact as many companies as possible to get different bids and suggestions.

Pat reported on water problem with the roof on August 31. Two seams on the SW corner were repaired. Tim Ibisch, City Administrator, has suggested having a plan for yearly roof inspection. Dan from Schwickert's was to be at this meeting but did not attend.

Saturday hours began Sept. 12

9/19 from 10-12 Friends of the Library will be conducting a free book giveaway in front of the Library.

Christmas in Kasson: Opted not to participate this year (Dec. 5) due to drop off in numbers since moving to the new location.

Pat will be on vacation from 10/20-10/31.

#### Committee Reports

City Council: Ferris informed Pat any monetary requests related to COVID19 could be turned in at this time.

Friends of the Library: no report

SELCO Board of Directors Meeting: no report

#### Old Business

\$90,000 was invested per earlier discussion.

#### New Business

Christmas in Kasson. Board in discussion with Pat, decided to forego this year. Pat shared today was the first day the patron count reached 100 with 114 patrons.

Closed Session: Evaluation of employee Nancy Hackenmiller.

Meeting re-opened. Wright motioned with a second by Ferris to place Hackenmiller at Step 5 Grade 6. Motion carried. General comments: Nancy is a hard worker and a great asset to the library.

General Discussion: nothing

Adjourn at 6:45.

Respectfully Submitted By,

Lisa Carlsen, acting secretary