

KASSON PUBLIC LIBRARY (KPL) BOARD OF TRUSTEES MEETING MINUTES

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

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

Absent: Laurie Schultz

Visitors: Tim Ibisch, City Administrator Ibisch shared that the city council will be focusing on the budget tomorrow night. Kraus Anderson report did arrive today; high cost is not optimal, 1/5 of original building cost, is this what we want? Other consultants will be involved. Dec. 16 city council will receive the report, discussion regarding where money could come from. Wright asked about the possibility of a lawsuit. Something to think about, but is it worth the legal cost? Ferris shared that an attorney in Utah who has building/construction knowledge would need to be found.

Petitions to the Chair: none

Amendments to the Agenda: none. Wright made a motion to accept, Ferris made the second, motion carried.

Minutes of the November KPL Board Meeting: Motion made by Kamel to approve, second by Wright, motion carried.

Financial Reports/Payables: Motion by Wright to approve, second by Ferris, motion carried.

Monthly Reports/Receivables: Pat provided missing numbers; motion to approve by Wright, second by Ferris, motion carried.

Director's Report:

Library Activities

- 82 "Take & Make" craft kits were distributed in November.
- Pat will attend two webinars; "Click & Collect" on Dec. 9 and "Unconscious Bias" on Dec. 14.
- Live stream author interview will be hosted Thurs., Jan. 14 at 1:00 p.m. featuring Pernell Meier, an author and former Kasson resident
- Virtual and in-person programs continue to be provided by library staff featuring:
 - + New online story time each Friday on KPL YouTube channel
 - + Free "Take & Make" craft kits for Dec.
 - + Online Recipe Box for people to submit favorite holiday recipes.

Library Resources

Pat reported on the current resources being managed at the Library and made note that they are always changing.

- Books 22,096
- DVDs 3,499
- Audiobooks 878
- CDs 850
- Computers 40
- Science Kits 8
- Total: 27,371

Looking Ahead

- Partial Library inventory will be done Jan. 26-29 (Three-year plan, 1/3 done each year)
- Collection analysis of juvenile non-fiction is in planning stages-updated materials are needed
- Helping book clubs to meet when possible; some use Zoom, some are paused, no clubs are meeting in person

- Expanding copy center to take online requests. Some libraries are doing faxing.

Policies Project

- Two proposed policies are attached: 1) Internet Acceptable Use Policy and 2) Materials Selection/Collection Development.
- Second reading of 1) Exam Proctoring Policy and 2) Community Room Use will be done this evening.

Annual Evaluation

- Staff member Kelly Bell on Dec. 1, 2020; very favorable review and she is at the top step of her pay grade.

Building Report

Phase II plan from Kraus-Anderson has been received for board and city council to review.

Holiday hours were listed along with November events.

Committee Reports:

City Council Representative: Ferris stated Ibisch shared pertinent council news.

Friends of the Library: no rep present

SELCO Board of Director's Meeting: Beverly Jorgenson submitted a paper report, Pat reviewed.

Old Business

Second reading of proposed policies on Exam Proctoring and Meeting Room. Motion to approve by Wright, seconded by Kamel.

New Business

First Reading of proposed policies on Internet Acceptable Use Policy and Materials Selection.

Closed Session:

Meeting was closed at 6:50 p.m. for annual evaluation of staff member Kelly Bell. Meeting reopened at 7:05 p.m.

General Discussion: none

Adjourn: 7:10 p.m.

Respectfully submitted by: Lisa Carlsen, acting secretary