

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

Tuesday, February 9<sup>th</sup>, 2021, at 6:00pm in the Library

**Present:** Lisa Carlsen, Laurie Schultz, Jon Wright and Director Pat Shaffer-Gottschalk

**Absent:** Tarik Kamel, Melissa Ferris

**Visitors:** Tim Ibsch, Kasson City Administrator

**Petitions to the Chair:** none

**Amendments to Agenda:** Pat requested adding "11.2 Decision regarding an invalid receivable" and "11.3 Formal approval of the SELCO agreement". Schultz motioned to approve the changes; 2<sup>nd</sup> by Wright. Motion carried.

**Minutes of the Jan KPL Board Meeting:** Motion to approve by Schultz, 2<sup>nd</sup> by Wright. Motion carried.

**Financial Reports/Payables:** Motion to approve by Wright, 2<sup>nd</sup> by Schultz. Motion carried.

**Monthly Reports/Receivables:** Motion to approve by Wright, 2<sup>nd</sup> by Carlsen. Motion carried.

### **Director's Report:**

#### COVID-19 Measures:

- In accordance with the new guidelines, the quarantine period for library materials was lengthened to 7 days.
- Handouts detailing the new protocols are being inserted into checked out items.
- Daily sanitation protocols were increased.

#### Library Activities:

- Distributed 99 "Take & Make" craft kits in January.
- Pat attended webinars on the state annual library report, and REALM with the updated COVID protocols for libraries.
- Fire alarm system was tested on January 13<sup>th</sup>.
- Hosted a live-streamed author interview with Pernell Meier on January 14<sup>th</sup>. Interviewed by the DCI.
- Expanded the copy center service to contactless curbside "Print and Go".
- Collaborated with KM Elementary to record a virtual storytime for "I Love to Read" month.
- Completed the library inventory ahead of schedule. The 3-year inventory rotation will be changed to 2 years.
- Staff continues providing virtual and in-person programs:
  - New online storytime every Friday via YouTube.
  - Continue offering free "Take & Make" craft kits.
  - Book deliveries on 1<sup>st</sup> & 3<sup>rd</sup> Wednesdays to daycares, homebound, special needs and nursing home patrons.
  - Exam proctoring.

#### Looking Ahead:

- Virtual "Blind Date with a Book" planned for February.
- Summer Reading Program planning occurs each Tuesday during staff meetings.
- State Report for libraries will be completed during February and March.

#### Policies Project

- 2<sup>nd</sup> reading for Collection Development and Internet Acceptable Use. 1<sup>st</sup> reading for Volunteers. All were motioned for approval by Wright; 2<sup>nd</sup> by Ferris. Motions carried.

### Building Report

- In order to prevent a vacuum lock, John Talcott turned the air exchangers off temporarily to prevent it from freezing up during the sub-zero weather.
- Roto-Rooter is scheduled to flush the sewage pipes on February 10<sup>th</sup>.
- Still waiting for recommendations or suggestions to the Kraus-Anderson assessment from ICS.
- Tim Ibisch was seeking feedback from the Board of Trustees to take back to the City Council. He suggested proposing Kraus-Anderson Better Option + Correction 2, Option 1. There may be some action items that the city is able to implement.

### **Committee Reports:**

City Council: none

Friends of the Library: none

SELCO Board of Director's Meeting: none

**Old Business:** Wright motioned to approve the policy on volunteers; 2<sup>nd</sup> by Carlsen. Motion passed.

**New Business:** Initial policy for the 3D printer was reviewed. Schultz motioned for approval with the addition of Mel's suggestions; 2<sup>nd</sup> by Wright. Motion passed. Suggestions were made for the KPL mission statement. Pat will discuss with the staff to gather additional input. Wright motioned to write off an expired check from Custom Construction as a loss; 2<sup>nd</sup> by Schultz. Motion carried. Schultz motioned to formally approve the SELCO agreement; 2<sup>nd</sup> by Carlsen. Motion passed.

**General Discussion:** none

**Adjourn:** 7:15pm

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