

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

Tuesday, September 14<sup>th</sup>, 2021, at 6:10pm in the Library

**Present:** Lisa Carlsen, Mel Ferris, Laurie Schultz, Jon Wright (acting President) and Director Pat Shaffer-Gottschalk

**Absent:** Tarik Kamel

**Visitors:** none

**Petitions to the Chair:** none

**Amendments to Agenda:** Laurie motioned to approve the agenda; 2<sup>nd</sup> by Mel. Motion carried.

**Minutes of the August KPL Board Meeting:** Motion to approve by Mel, 2<sup>nd</sup> by Laurie. Motion carried.

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

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

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

#### Library Activities:

- The 2022 schedule for the Community Room is filling up.
- The August Friends Book Sale successfully raised more than \$1000.
- Storytime on Thursdays has resumed and will begin on Mondays in Oct.
- The needlecrafter group "Stitch" has resumed.
- The Oxbow animal program held on Sept 14<sup>th</sup> hosted 34 preschoolers.
- Author and photographer Doug Ohman, sponsored by Friends, presented on Sept 9<sup>th</sup> with 35 in attendance.
- Author Mike Eckers, sponsored by Friends, will visit on Oct 27<sup>th</sup> at 10:30.
- Fall Scavenger Hunts, headed by Kelly, will be provided during Sept and Oct.
- Trivia Night is planned for Nov 5<sup>th</sup> at 7pm.
- Staff continued providing monthly services:
  - Book deliveries on 1<sup>st</sup> & 3<sup>rd</sup> Wednesdays
  - Exam proctoring
  - Curbside checkout
  - Printing 2 Go service

Technology Upgrades: SELCO's technology proposal arrived today just prior to the Board meeting and has not yet been reviewed by Pat. KPL has 24 computers that require updating.

2022 Budget: City Administrator Tim Ibisch recommended minor decreases to the 2022 budget.

#### Building Report:

- The ADA-accessible door has required repeated repairs and is currently not working. Bowman Doors will be investigating the cause.
- Pat will be on vacation Sept 20-28<sup>th</sup>.

### **Committee Reports:**

City Council:

Friends of the Library: none

SELCO Board of Director's Meeting: none

**Old Business:** Jon motioned to approve changes to the proposed budget contingent upon the technology upgrade negotiations with SELCO, 2<sup>nd</sup> by Mel. Motion carried.

**New Business:**

Delivery Service Policy: As the courtesy delivery service for KPL continued to expand, there became a need to establish limits and guidelines. The KPL Delivery Service Policy is new to the library.

Library Board position information: Both Tarik and Lisa will have fulfilled 3 consecutive 3-year terms to the KPL Board of Directors at the end of this year and are required to abdicate. Jon also mentioned that he will be moving out of the Kasson area soon. KPL is looking for 3 applicants to serve on the Board; 2 must live within the city limits of Kasson, 1 may be within the greater service area of the library. Applications are available at the library.

**Closed Session:** Reviewed the annual evaluation of Nancy Hackenmiller.

**General Discussion:** none

**Adjourn:** 7:20pm

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