

KASSON PUBLIC LIBRARY (KPL) BOARD OF TRUSTEES MEETING MINUTES

Tuesday, November 9th, 2021, at 6:00pm in the Library

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

Absent: none

Visitors: Chris Ziemer, ICS; John Talcott, Friends; Tim Ibisch, City Administrator

Petitions to the Chair: none

Amendments to Agenda: Pat proposed to allow the visitors to present first. Laurie motioned to approve; 2nd by Jon. Motion carried.

ICS Presentation by Chris Ziemer:

- Work to be contracted:
 - Reclad the building in metal rather than stucco
 - Reroof the flat areas due to weather damage
 - Add gutters, drain spouts, drain tile, reflash the doors and louvers
- ICS sent drawings to contractors on 11/9, will be accepting bids until 12/6, and anticipate presenting to the City Council on 12/8. ICS will encourage work over the winter and warn the Board of potential supply chain issues. The finish date goal is late April/May.
- Currently, the metal paneling is in short supply. Beige, grey, or brown colors fade less and typically uphold better.
- There is a 20-25 yr warranty on the finish, 1 yr on the work. The heat tape will be replaceable by the city's electrician.

John Talcott with Friends of KPL: Friends purchased a beautiful canvas portrait of KPL and requested if the City could display the portrait in City Hall near the information for new residents. Tim and John will hang the portrait and John will leave some Friends of KPL brochures.

Tim Ibisch, City Administrator: Tim requested that a rough schematic of the new parking lot design be finalized and turned into the City. The proposed parking lot will be shaped as a horseshoe with traffic moving one-way. A new entrance will be created to the west, loop around with a media drop-off for vehicles, and exit at the existing entrance.

Minutes of the August KPL Board Meeting: Pat noted Storytime now meets on Mondays and Thursdays. Motion to approve by Tarik, 2nd by Jon. Motion carried.

Financial Reports/Payables: Motion to approve by Jon, 2nd by Mel. Motion carried.

Monthly Reports/Receivables: Motion to approve by Jon, 2nd by Lisa. Motion carried.

Director's Report:

Library Activities:

- Author Mike Eckers, sponsored by Friends, visited on Oct 27th with 46 attending.
- Friends of KPL held another successful book sale in October.
- 30 people participated in the Fall Scavenger Hunt.
- Trivia Night was hosted on Nov 5th.
- The children's nonfiction collection was analyzed and approximately \$2000 of new material was purchased using donations from our generous community members.
- The library's Book Bunch Team is hosting a Christmas Market on Dec 11th from 9-noon to raise funds for the American Cancer Society.
- Staff continued providing monthly services:
 - Book deliveries on 1st & 3rd Wednesdays
 - Exam proctoring
 - Curbside checkout
 - Printing 2 Go service
 - Storytime on Mondays & Thursdays

Technology Upgrades: After comparing bids, the Board decided to contract with SELCO. Two computers were ordered in the fall cooperative purchase, with another 9 to be ordered in early 2022. Pat presented the Board with a computer replacement cycle plan.

Building Report:

- Bowman Doors installed the new motor for the ADA-accessible door on Nov 4th.
- City workers removed the carpet and drywall, and sanitized the NW corner closet with mold killer to thoroughly remove the black mold. A vent was installed in the door and the door has been re-hung. Eventually, the City will replace the drywall and repaint the closet.
- City workers also re-sank the metal sculpture featured outside the library.
- During a scheduled preventative cleanout, Roto-Rooter performed a full jetting of the lines and installed a cap in the custodian's closet to prevent odor. A cleanout is recommended every 6 months (April and October).

Library Board Positions: Both Tarik and Lisa will have fulfilled the maximum 3 consecutive 3-year terms to the KPL Board of Trustees at the end of this year. Thank you for your 9 years of service! KPL and the Board thank you for all your time, great ideas, hard work, and dedication. KPL is looking for 2 applicants to serve on the Board; 1 city of Kasson resident and 1 county representative. Applications are available at the library.

Committee Reports:

City Council:

Friends of the Library: none

SELCO Board of Directors Meeting: none

Old Business: none

New Business: none

General Discussion: none

Adjourn: 7:10pm

Respectfully submitted by: Laurie Schultz, secretary