

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

Tuesday, December 14<sup>th</sup>, 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:** none

**Petitions to the Chair:** none

**Amendments to Agenda:** Pat requested to add “11.1 Director Evaluation” and “11.2 VOIP Telephone”. Laurie motioned to approve; 2<sup>nd</sup> by Jon. Motion carried.

**Minutes of the November KPL Board Meeting:** Motion to approve by Jon, 2<sup>nd</sup> by Tarik. 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 Jon, 2<sup>nd</sup> by Lisa. Motion carried.

### **Director’s Report:**

The 2022 KPL Budget was approved at the Dec 8<sup>th</sup> City Council meeting.

#### Library Activities:

- The library’s Book Bunch Team is hosting a Christmas Market from Dec 13-17 to raise funds for the American Cancer Society.
- The 2-year library inventory cycle is scheduled for completion January 25-28<sup>th</sup>, 2022.
- Planning for the 2022 SRP is beginning.

#### Building Report:

- The city engineer modified the parking lot design submitted by the Board. The new design keeps the current entrance/exit and allows for 2-directional flow of traffic. The new parking lot expands capacity from 12 spots to 40.
- A new outdoor curb drop box will need to be purchased. The expected cost is \$6,000. KPL will need to fundraise.
- On Nov 29<sup>th</sup>, contractors met at KPL for a pre-bid meeting for exterior repairs. The bid deadline was Dec 7<sup>th</sup>. City Council awarded the bid to Equity Builders on Dec 8<sup>th</sup>. The exterior renovation completion date is May 2022.

Library Board Positions: Fran Johnson was appointed to the KPL Board at the Dec 8<sup>th</sup> City Council meeting. Heather Gransee from Mantorville has applied to fill the county rep seat.

### **Committee Reports:**

City Council: none

Friends of the Library: none

SELCO Board of Directors Meeting: Report submitted by Beverly Jorgenson from the Nov 16<sup>th</sup> meeting. SELCO stressed the importance of advocating for libraries. Library Legislative Day is Feb 28<sup>th</sup>, 2022. The entire week will be available for connecting virtually with legislators. SELCO and SELS may merge into one organization. If this occurs, the combined board would become too large and unwieldy. The Structure Study Task Force would like input on how to limit board membership.

**Old Business:** none

**New Business:** Pat respectfully requested that the Board complete her annual review before December 31st when Tarik and Lisa have completed their term. The Board agreed this would be prudent. Twice this past month, KMTelecom had to fix the telephone system and warned the fix is temporary. To permanently resolve the issue, KPL needs to upgrade to VOIP (voice-over-internet protocol).

**Closed Session:** Annual evaluation for Kelly Bell proceeded in a closed session from 6:45-6:55pm during which Jon motioned for Kelly to be promoted from Library Assistant to Circulation Technician. Tarik seconded the motion. Motion carried.

**General Discussion:** The Board would like to thank Tarik and Lisa for 9 years of service to the KPL Board.

**Adjourn:** 7:00pm

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