

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

Tuesday, January 11<sup>th</sup>, 2021, at 6:00pm in the Library

**Present:** Mel Ferris, Fran Johnson, Laurie Schultz, Jon Wright and Director Pat Shaffer-Gottschalk

**Absent:** none

**Visitors:** Heather Gransee

**Petitions to the Chair:** none

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

**Swearing in New Board Member:** Pat introduced future members Fran Johnson and Heather Gransee to the Board. Fran Johnson took the oath to serve on the KPL Board of Trustees. After City Council approval, Heather will take the oath during February's Board meeting.

**Election of Officers:** Jon was nominated and elected as Board Chairperson with Laurie continuing to serve as Board Secretary. Fran motioned to approve, 2<sup>nd</sup> by Mel. Motion carried.

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

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

#### Library Activities:

- The library's Book Bunch Team raised \$1416 for the American Cancer Society during the Christmas Market.
- An update to the City's 20-yr plan for the library was provided to the City Council.
- The first 2 new computers were installed with 9 more being ordered during January.
- The semi-annual test of the fire alarm system is scheduled for January 13<sup>th</sup>.
- Friends of the Library are hosting a book sale January 18-22<sup>nd</sup>.
- The 2-year library inventory cycle is scheduled for completion January 25-28<sup>th</sup>, 2022.
- KPL is offering a workshop for 3D Printing on January 29<sup>th</sup>.
- KPL is applying for SELCO's ARPA grant to address resiliency in pandemic times. If awarded, the CLIMB Theater would hold a performance of "Climb Into the Story" during the 2022 SRP.
- Planning for the 2022 SRP continues.
- "Blind Date with a Book" will be held at 7pm on February 3<sup>rd</sup> and 24<sup>th</sup>.

#### Building Report:

- The telephone system requires upgrading. The recurring monthly charge will be covered in the 2022 budget; the installation cost could be covered under the repair line item. There may be the possibility of including KPL in a City contract, potentially lowering library cost; however, the timing may not coincide with KPL's need. Mel motioned to wait for the City contract unless it becomes an immediate necessity, 2<sup>nd</sup> by Laurie. Motion carried.
- A new outdoor drive-thru book return will need to be purchased for the newly expanded parking lot. The expected cost is \$7000. A library patron generously donated \$5000 to KPL; Pat recommended using these funds for the book return. The remaining \$2000 will need to be raised through fundraising. Pat asked the Board for suggestions.
- Sample colors for the exterior siding were available. Horizontal siding will be installed on the square bump-outs and vertical siding on the round portions. The Board is concerned about fading.

**Committee Reports:**

City Council: none

Friends of the Library: none

SELCO Board of Directors Meeting: none

**Old Business:** See the Building Report under the Director's Report for details regarding the telephone upgrade and book return.

**New Business:** The KPL Short Term Projects in the City of Kasson 20-yr plan are scheduled for completion in 2022. The exterior renovation and repair of the flat-roof areas of KPL will begin in January. The parking lot expansion and drainage solutions will begin as soon as the weather permits.

A library patron asked permission to print small faceplates for business use utilizing KPL's 3D printer. Pat inquired if the Board would be open to changing the KPL policy, which currently states the printer is for personal use only. The Board agreed the policy should be updated to charge \$0.20/gram of filament for commercial use printing.

**General Discussion:** none

**Adjourn:** 7:30pm

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