

KASSON PUBLIC LIBRARY (KPL) BOARD OF TRUSTEES MEETING MINUTES

Tuesday, February 8th, 2022, at 6:00pm in the Library

Present: Mel Ferris, Heather Gransee, Fran Johnson, Jon Wright and Director Pat Shaffer-Gottschalk

Absent: Laurie Schultz

Visitors: Chris Ziemer, ICS; Tim Ibisch, City Administrator

Construction Update from Chris Ziemer, ICS:

- Chris provided another written Weekly Progress Report, which he will be updating on a weekly basis while work is happening.
- The original plan was to attach steel siding to existing wall with existing plastic panel connectors. Unfortunately these were found to be very brittle and not a viable option for attachment. Instead, vertical sections of the existing insulation were removed and 2x4s were placed.
- Metal panels are 4-6 weeks out. Building will be wrapped in Tyvek so that it sheds water for now.
- Samples of the metal panels should arrive imminently. Pat also has a display of the color scheme available for library patrons who are interested.
- Flat roof work will take place after the paneling is complete.

Updates from Tim Ibisch:

- The wood reinforcements necessary for siding attachment to the existing wall will be at an additional cost. The excess will be charged to contingency fund. Pat will find out exactly how much this will cost.
- Tim indicated there will be a warranty on labor and on materials for the building project. He will check on the details of this warranty and report back.
- Tim suggested idea of creating some positive PR for the library construction, and Pat will contact DCI. Explain water infiltration problems, despite the building's age. Focus on city council and library working together to provide a good product to the community, which is such an asset for us.
- The library's budget performance is good overall, and Tim commended Pat for doing a great job with the budget.

Petitions to the Chair: none

Amendments to Agenda: none

Swearing in New Board Member: Heather Gransee took the oath to serve on the KPL Board of Trustees.

Minutes of the Jan KPL Board Meeting: Motion to approve by Fran, 2nd by Mel. Motion carried.

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

Director's Report:

Library Activities:

- Friends of the Library book sale was January 18-22 and good attendance.
- The 2-year library inventory cycle was completed in January, which was a complex process of scanning all 28,000 items in the library. Pat was proud that very few errors/exceptions were found. Moving forward, staff will inventory half of the inventory every year.

- The 3D printing workshop was held January 29th and was a success. The participants spanned all age groups, and they all made a snowman to take home. Pat hopes that more of these workshops will occur.
- The ARPA grant addressing resiliency in pandemic times was submitted and will likely be approved.
- The Friends of the Library Annual Meeting was held February 5. The KPL staff was “Friend of the Year” for 2021. Tarik Kamel will be “Friend of the Year” for 2022.
- “Blind Date with a Book” started February 3rd and will be held again February 24th.
- The Karst and Water Pollution Exhibit will be at KPL February 21-March 15, at no cost to the library.
- Pat attended a webinar on library services to the Blind and Vision-Impaired, where she learned about jump drives that can be loaded with books for patrons.
- Staff attended mandatory customer service training on February 8 with other city staff

Planning Ahead:

- The library will participate in Connected Chromebook Project with Rochester Public Library. There are 1,000 chromebooks that can be loaned out to patrons who do not have a chromebook and need one for educational use. Chromebooks can be borrowed from now until June 30. David will be the point person at KPL for loans.
- Pat will attend Library Legislative Zoom meetings with Rep. Quam and Sen. Senjem.
- Pat has started the task of preparing the MN Public Library Annual Report.
- SELCO will be conducting a Community Needs Assessment in which a consultant will arrange/collect community feedback about the library. Feedback will be in the form of online surveys, interviews, and several focus groups over the next 2-3 months. What will be done with this information is unknown as of now.

Building Report:

- KM Telecom came to look at the phone system and prepare for the upgrade. The City is upgrading theirs as well. There haven’t been any recent problems with the phone system. The upgrade will be paid in part by the repair fund.
- Exterior steel siding colors were selected to be dove gray and zinc gray, with dark blue-gray trim.
- As highlighted by Chris Ziemer, builders have been at KPL every day and ICS has been on site several times during the week. They’ll continue to prepare updates on the progress and next steps.

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 steel siding colors.

New Business: none

General Discussion: Last year, Alma McCulloch (99 years old) passed away and left a bequest to KPL. This is going through probate and then funds will be released to library. Decisions will have to be made on the use of this generous gift.

Adjourn: 7:00pm

Respectfully submitted by: Heather Gransee