

KASSON PUBLIC LIBRARY (KPL) BOARD OF TRUSTEES MEETING MINUTES

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

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

Absent: none

Visitors: none

Petitions to the Chair: none

Amendments to Agenda: Laurie motioned to approve the agenda; 2nd by Mel. Motion carried.

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

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

Monthly Reports/Receivables: Motion to approve by Heather, 2nd by Mel. Motion carried.

Director's Report:

Library Activities:

- "Blind Date with a Book" was held on February 3rd and 24th.
- The Karst and Water Pollution Interactive Exhibit was displayed until March 15th.
- Pat participated in Library Legislative Zoom meetings with Rep. Quan and Sen. Senjem.
- KPL is participating in the Connected Chromebook Project with the Rochester Public Library.
- Pat completed the MN Public Annual Report; see "New Business" for approval details.
- SELCO, utilizing grant money, is in the process of conducting a Community Needs Assessment. KPL held an onsite meeting on February 28th and will hold a focus group of approx. 15 participants on April 7th. This will be followed by 2 in-depth interviews.
- KPL is distributing masks and COVID test kits for the Dodge County Department of Health.

Summer Reading Program (SRP) Planning:

- The KPL SRP serves all ages, from 2-92.
- SRP will feature 6 large-scale Fun Friday events, 3 of which are funded through grants.
- KPL was awarded SELCO's ARPA grant which addresses resiliency in pandemic times. This grant will fund the CLIMB Theater's performance of "Climb Into the Story".
- Storytimes will be held 3x weekly on Tues, Weds, and Thurs.
- The highly successful "Where's Rocket" and the coloring challenge contests will be returning, in addition to the weekly "Take & Make" free craft kits.
- Jon mentioned that there was federal COVID money available to schools to assist in raising the reading levels of children that suffered during the pandemic and wondered if this funding was also available to public libraries. Pat was not aware of any, but would look into it.

Building Report:

- Builders are at KPL daily with ICS on site during the week. Communication is good with frequent updates on the progress.
- Excessive wind is unfortunately blowing construction debris into neighboring yards. The KPL staff is fielding complaints and passing the concerns to ICS. The builders are doing their best to minimize the litter.
- The sewer lines required a full jetting on March 4th, well before the 6 month maintenance mark. The cost per jetting is approx. \$600. At this time, KPL is required to jet a minimum of 2x per year; KPL may need to increase that to 3x.

- The “KASSON PUBLIC LIBRARY” letters were damaged during the removal process due to improper installation. The architect recommends a more “boxy” font for durability. The Board reviewed replacement letter fonts. The new color will be black to better compliment the new gray siding. Cost per letter is approx. \$34 with an additional \$500-600 installation fee from Abel signs.
- The KPL share of construction costs is reflected in the Library Fund Balance sheet as the Transfer of Investments under the February 2022 Cash Inflows.
- Parking lot expansion plans were updated with drainage away from the building. Jon proposed comparing the cost of concrete versus asphalt since the price of asphalt is currently high. There is \$44,000 saved in the KPL combined budget years 2021 and 2022 for the parking lot expansion.

Committee Reports:

City Council: none

Friends of the Library: none

SELCO Board of Directors Meeting: none

Old Business: See the Building Report.

New Business: The Board reviewed the MN Public Library Annual Report. Laurie motioned to approve; 2nd by Fran. Motion carried.

General Discussion: Chris Ziemer from ICS was initially going to give an update to the Board, but was unable to attend. The Board would like to better understand the warranty for both labor and materials.

Adjourn: 7:00pm

Respectfully submitted by: Laurie Schultz, secretary