

KASSON PUBLIC LIBRARY (KPL) BOARD OF TRUSTEES MEETING MINUTES

Tuesday, April 12th, 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: Bryce Kinniry and Dylan Keck of ICS, Beverly Jorgenson

Petitions to the Chair: none

ICS Report:

- New gutters have been installed and painted.
- Electricians will be installing the heat tape tomorrow on the flat roofs and then the scaffolding will be taken down.
- Because the project is under budget, additional weather-proofing will be applied to the base of the structure.
- Metal siding should arrive by mid-May and requires 10 days for installation. Project could be completed by the end of May.

Amendments to Agenda: Pat requested adding item "10.2 Parking Lot Expansion". Laurie motioned to approve; 2nd by Mel. Motion carried.

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

Financial Reports/Payables: \$500 for the CLiMB Theatre will be reimbursed. Motion to approve by Laurie, 2nd by Heather. Motion carried.

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

Director's Report:

Library Activities:

- The Karst and Water Pollution Interactive Exhibit, displayed for 3 weeks, was viewed by 96 patrons.
- 4 KPL patrons are participating in the Connected Chromebook Project affiliated with RPL.
- SELCO, utilizing grant money, is in the process of conducting a Community Needs Assessment. The focus group meeting with 10-12 participants was held on April 7th; additional details are under the SELCO committee reports. Both Tim Ibisch and Ariana Wright will be interviewed and an online survey is in progress until May 13th.
- KPL continues to distribute masks and COVID test kits for the Dodge County Department of Health.
- The next Friends of KPL book sale is May 17-21st.
- There are 2 upcoming author visits which are grant-funded: Brian Freeman on May 25th and Allen Eskens on June 24th, both at 7pm.

Summer Reading Program (SRP) Planning:

- Ordered books for summer Storytimes
- Ordered prizes and supplies for contests and incentive rewards
- Prepared materials for the weekly "Take & Make" free craft kits
- Constructing the punch board for the teen and adult program
- Finalizing details for logs

- Coordinating with community groups coming to KPL for field trips

Building Report:

- The sewer lines required a full jetting on March 3rd, 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. KPL will attempt to determine if there is a correlation between the number of patrons and clogging, ie. as the number of patrons increases, the increased flow decreases the chance of clogging. Pat will check with Charlie if the City would be interested in sharing the cost of a roter system.
- The cost of the “KASSON PUBLIC LIBRARY” letters and installation will be absorbed into the bid, which is currently under budget.
- On April 5th, the rain leaked again into the Young Adult area, and created new leaks in the Children’s area. Once the gutters are in place, leaking should be resolved. Cost of repairing the interior damage should also be absorbed into the bid.
- Gutters should be installed next week and then the roofers will finish. Waterproofing the foundation is next, followed by installing the metal siding.

Committee Reports:

City Council: Bids came in for the parking lot expansion. (Mel)

Friends of the Library: none

SELCO Board of Directors Meeting: March 22nd ZOOM meeting attended by Beverly Jorgenson

- Rochester Public Schools are leaving ILS. Anticipating more schools to leave, public library directors are against merging ILS with SELCO.
- Consideration is being given to move the fiscal year from July-June to Jan-Dec.
- KPL held the Library Strategy Meeting (10-12 people invited) on Apr 7th. Some suggestions for Kasson included growth in the business sector, additional low income housing, increased affordable daycare, and more bike paths. Positive feedback for KPL specifically included speakers, the librarians, the community room, the SRP, outreach programs to shut-ins and daycares, SELCO, and the continued service available throughout the pandemic. Suggestions for KPL included adding more speakers, providing more parking, and eliminating overdue fines.

Old Business: Board voted on the style for the KPL exterior letters. Bids received for the parking lot; City Council approved the bid for \$77,216.15. KPL has \$44,000 from previous budgets (2021 & 2022), and requires an additional \$33,000 which will likely be split in the future 2023 and 2024 budgets.

New Business: none

Closed Session: Board approved family leave for a staff member.

General Discussion: none

Adjourn: 7:10pm

Respectfully submitted by: Laurie Schultz, secretary