

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

Tuesday, June 14<sup>th</sup>, 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:** Bryce Kinniry and Dylan Keck of ICS

**Petitions to the Chair:** none

### Construction Update from ICS:

- Leak over the wifi space was fixed. Found to be related to an existing seam with the dome roof, and not due to construction process. Cost of this fix and repairs to sheetrock is TBD, since it is related to an existing condition.
- There has been no water intrusion from the floor since foundation updates have been made.
- An estimated timeline for remaining steps was provided. Metal panels are being installed, then metal roof cap installation, install lettering, landscape rock back in place, cleanup, and final seeding. The proposed finish date is June 27.

**Amendments to Agenda:** none

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

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

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

#### Library Activities:

- Thanks to library staff for carrying on during Pat's absence and Covid-related absences.
- The Summer Reading Program has been a great success. Friday events are extremely well attended, with 270 people at the RAD zoo day. Lots of excitement in the library.
- Upcoming author visits are planned: Allen Eskens on June 24 at 7pm and Brian Freeman on July 19 at 6:30.

#### Planning Ahead:

- Staff was busy preparing Summer Reading Program materials, craft kits, awards. In addition they prepared displays to advertise events and programs. Staff scheduling and responsibilities for each event was organized. The staff are well prepared for the summer events.
- Library staff went to KMES to meet with Komet Academy students and help them get library cards. The library is preparing for the Komet Academy students to visit the library in June.

#### Building Report:

- The source of the leaks over wifi booths was found on 6/7 and repaired.
- Siding arrived and installation has begun.
- 2 LED lights in the staff workroom are not working. Pat contacted Eagen (formerly Nietz, who originally installed the lights) and the lights are outside of the warranty period (5 years). Pat will get 3 free estimates for replacing these lights – from Eagen, Leth, and A&A – and we will discuss bids at next meeting.
- Hot water heater valve was repaired by Knutson's Plumbing in May.

**Committee Reports:**

City Council: none

Friends of the Library: none

SELCO Board of Directors Meeting: Beverly Jorgenson

- The Friends of KPL book sale raised ~\$900.
- With Rochester Public Schools leaving ILS, a financial shortfall is expected.
- Beverly summarized a report detailing the options for restructuring the SELCO board. She read comments from various SELCO members regarding the 3 main options: 1) no restructuring, 2) Plan 21 (21 members: 12 county-appointed and 9 elected by library members), and 3) Plan 16 (16 members: 12 county-appointed and 4 elected by library members).
- The majority of members say that Option 1 (doing nothing) is not acceptable.
- Beverly needs to vote on 7/19 for the option she chooses. She would like her vote to be representative of how our KPL board feels. She would like our feedback at the 7/12 board meeting so she can prepare her decision.
- Pat will send the link to the extensive SELCO report for us to refer to for details.

**Old Business:** none

**New Business:**

- Discussed routine building maintenance. Each city building is responsible for its own maintenance. John Talcott often helps with projects such as replacing furnace filter and water filter. Any volunteer helping with maintenance is covered under a blanket policy, just in case an accident happens. Mel will ask if Kasson could hire a part-time employee for maintenance of all city buildings.
- Pat will inquire about having the security camera fixed.
- Discussed workroom LED light replacement.

**Closed session:**

- Board approved annual evaluations for 2 staff members. Motion to approve by Jon, 2<sup>nd</sup> by Heather. Motion carried.
- 2 recent situations at KPL were discussed. One involved incidence of vandalism and Pat reported that the police were called and the situation was documented. The other situation involved a warning issued to a juvenile who stole several books, which were later returned. The KPL is now requiring patrons with backpacks to leave them at the entrance.

**General Discussion:** none

**Adjourn:** 7:00pm

**Respectfully submitted by:** Heather Gransee