

KASSON PUBLIC LIBRARY (KPL) BOARD OF TRUSTEES MEETING MINUTES

Tuesday, July 12th, 2022, at 6:00pm in the Library

Present: Mel Ferris (acting chair), Heather Gransee, Fran Johnson, and Director Pat Shaffer-Gottschalk

Absent: Laurie Schultz, Jon Wright

Visitors: Dylan Keck of ICS

Petitions to the Chair: none

Construction Update from ICS:

- Work will be substantially complete by end of week. Final inspection with architect to identify problems/fixes is scheduled next week.
- Board questioned if the grey horizontal siding was the type that was originally planned and approved. It does not look like the conceptual drawing. Dylan was asked to look into this.
- Book drop concrete lip will be knocked out to make the frame fit better and be water tight.
- Drywall by wifi booth will be repaired and painted soon.
- Regarding the front window that has a crack on inside of the pane, Dylan does not believe this was caused by the construction process. However the crack is getting worse and needs a solution. Dylan will check on options and possible warranty information.
- Project budget continues to be on track.
- Letters will be installed ~7/13.

Amendments to Agenda: Pat added a New Business item, 11.4 Drive thru book drop. Motion to approve by Fran, 2nd by Heather. Motion carried.

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

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

Monthly Reports: Motion to approve by Heather, 2nd by Fran. Motion carried.

Director's Report:

Library Activities:

- There was an increase in library patrons from May to June of 2,000!
- The Relay for Life team is preparing for the August 5 event.
- The staff is planning ahead for fall programs.
- Author Brian Freeman will visit the library on 7/19 at 6:30pm for a free and grant-funded event.

Summer Reading Program:

- Attendance at programs has been as high as 261 for the National Eagle Center and 262 for the RAD Zoo program. Good attendance at other programs (music, theater programs and author visit)
- Storytimes have been well attended and have occurred both at the library and KM Elementary School.
- Teen and adult programs have been popular, included the new "Punch for Prizes".
- Large participation in weekly contests.

Building Report:

- Roof leaks are completely repaired!
- Siding installation nearly completed.
- Leth Electric will replace LED workroom lights soon.

- Parking lot expansion will begin in early August, and no library or parking lot closures are expected.

2023 Budget:

- Pat presented a first look at proposed budget. The board agreed with her proposal. She will present this to Tim Ibich and Nancy (finance) in the beginning of August.

Committee Reports:

City Council: Mel Ferris

- Mel reported the vandalism that occurred to the library in June to City Council. She asked if there were any plans for security cameras on the library park, and there aren't. Potential for discussion on if our park should have cameras like Lions Park does.
- Regarding routine maintenance of Kasson buildings, Mel talked to Tim Ibich and Chief Hanson and they stated it would be difficult to get a sense of how much a city building maintenance person would be used. It was suggested that Pat include building status when she meets with Department Heads.

Friends of the Library: none

SELCO Board of Directors Meeting: Beverly Jorgenson

- A vote for restructuring the SELCO board was postponed by the Directors.
- The most recent proposed board structure is for a 16 member board, with 12 county commissioner-appointed members (each county gets 1) and 4 library appointed members (1 each from a small, medium, large, and multitype library)
- There is concern about the large role county commissioners play in appointing members.
- Pat received communication from Dodge County Administrator Jim Elmquist for suggestions on SELCO/SELS board of directors appointee. Pat may reach out to other Dodge County library directors and get their thoughts.

Old Business:

- LED workroom light replacement soon, as noted above.
- SELCO Board of Directors re-structuring, as noted above.

New Business:

- SELCO request for county representative names, as discussed with Beverly Jorgenson.
- Parking lot expansion will start in August.
- First discussion of 2023 Budget occurred.
- Drive-thru book drop will cost \$7,000 and \$6,300 has been raised thus far. Pat will wait to order the book drop until parking lot expansion dates are set, so that book drop is not sitting around until it can be installed. Mel will check on status of parking lot expansion project.

Closed session:

- Board approved annual evaluation for 1 staff member. Motion to approve by Mel, 2nd by Fran. Motion carried.

General Discussion: none

Adjourn: Motion to adjourn by Fran, 2nd by Heather. Motion carried. Adjourn 7:01pm.

Respectfully submitted by: Heather Gransee