

KASSON PUBLIC LIBRARY (KPL) BOARD OF TRUSTEES MEETING MINUTES

Tuesday, September 13th, 2022, at 6:00pm in the Library

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

Absent: none

Visitors: none

Petitions to the Chair: none

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

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

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

Monthly Reports/Receivables: The quarterly county contribution is expected by the end of August. The \$950 in donations will be directed towards the book drop. Motion to approve by Heather, 2nd by Fran. Motion carried.

Director's Report:

Library Activities:

- Ordered the drive-thru book drop with a ship date of Oct 3rd.
- Community Needs Assessment Survey preliminary results have arrived with a complete analysis to follow.
- Staff reviewed policies regarding book reconsiderations and patron behavior.
- Completed the annual performance review for Nancy Hackenmiller.
- Decommissioned old laptops and Chromebooks purchased with grant money. Terms of the grant have been met and the computers are outdated. KPL intends to continue updating the laptops and would like to get rid of the Chromebooks. Investigating if the KM school district would be interested in the donation or if the Chromebooks must be included in the city surplus auction.
- At the request of SELCO Board, staff made a recording to highlight KPL and its staff.

Fall Programming:

- Beginning Sept 9th, Storytimes on Fridays at 10:30am
- Puzzle Fun available (Puzzle Fun provides both a community puzzle, for enjoyment in the library, and individual puzzles, for at-home entertainment based on an honor-checkout system.)
- Mayo Health Talks for Seniors featured on four Fridays at 10:30am
- Trivia Night on Thurs, Oct 27th at 7pm
- Doug Ohman author/photographer visit on Wed, Nov 16th at 11am
- Monthly gallery displays provided in partnership with the Mantorville Art Guild

Building Report:

- The parking lot, delayed while waiting for sub-grade fill, is expected to be finished soon.
- Final punch list is not yet completed with ICS and the builder. KPL is retaining just over \$20,000 until the list is finished.
- Damaged drywall in the wifi booth area has been replaced.
- Jon mentioned concerns regarding the grading around the building and replacing the rock, both of which were included in the bid. Mel will bring this to the Kasson City Council.

Committee Reports:

City Council: none

Friends of the Library: none

SELCO Board of Directors Meeting: none

Old Business: none

New Business: none

Closed Session: Annual evaluation for Nancy Hackenmiller proceeded in a closed session from 6:40-6:50pm. Pat requested to reopen New Business.

New Business reopened: Motion to approve Nancy's yearly performance review by Mel; ; 2nd by Heather. Motion carried unanimously. Pat submitted her letter of intent to retire at the end of the year, December 31st.

General Discussion: The Board sincerely appreciates Pat's dedication and commitment to KPL. Her servant leadership will be greatly missed by all.

Adjourn: 7:00pm

Respectfully submitted by: Laurie Schultz, secretary