

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

Tuesday, October 11<sup>th</sup>, 2022, at 6:00pm in the Library

**Present:** Heather Gransee, Laurie Schultz, Jon Wright and Director Pat Shaffer-Gottschalk

**Absent:** Fran Johnson and Mel Ferris

**Visitors:** Tim Ibisch, Kasson City Administrator, and Beverly Jorgenson, SELCO Representative

**Petitions to the Chair:** none

**Library Director hiring process:** Tim opened the meeting by briefly walking through the process and timeline for hiring the new Library Director. The Board and City would like to have a new director in place before Pat leaves to ensure a smooth transition. SELCO will be cross-posting the application after tonight's meeting with a deadline in approximately 4 weeks. Applications will be sent to City Hall. Optionally, the City can vet the applications down to 4-5 candidates. The Board would be able to review applications early in Nov, with interviews occurring mid-end of Nov. Due to the holidays, Jon recommended the following process: Application deadline would be Nov 2<sup>nd</sup>. The Library Board would meet at City Hall to review all the candidates, ie. no vetting, between Nov 3-9<sup>th</sup>. Candidates would be selected and notified with interviews scheduled on Nov 12<sup>th</sup>. If necessary, secondary interviews would be scheduled on Nov 19<sup>th</sup>. Subject to the approval of City Counsel, potential hiring targets are Nov 23<sup>rd</sup> or Dec 14<sup>th</sup>. Pat's last day is Dec 31<sup>st</sup>. HR will write up the rejection letters.

**Amendments to Agenda:** Pat requested adding "11.3 Library Director ad approval". Laurie motioned to approve the updated agenda; 2<sup>nd</sup> by Heather. Motion carried.

**Minutes of the Jul KPL Board Meeting:** Motion to approve by Jon, 2<sup>nd</sup> by Heather. Motion carried.

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

**Monthly Reports/Receivables:** The quarterly county contribution just arrived and is not yet documented. Motion to approve by Heather, 2<sup>nd</sup> by Jon. Motion carried.

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

\*Reminder that November's Board meeting will be held on Nov 15<sup>th</sup> due to elections.

### Library Activities:

- Blind Date with a Book is being planned for February.
- Staff is beginning to prepare for the 2023 SRP. Potential dates are June 5-July 28th. Staff is reviewing the newly-posted, vetted grant performer descriptions. Staff will begin contacting and scheduling the performers soon.
- The book drop has not yet arrived.
- The Community Needs Assessment Survey results are now available. Pat provided the Board with a summary of the report. KPL received positive feedback.
- Nancy and Tim agreed to donating the decommissioned Chromebooks to KM schools. Arianna Wright has been contacted to see if there is an interest.

### Fall Programming:

- Storytimes on Fridays at 10:30am
- Puzzle Fun available
- Mayo Health Talks for Seniors continues
- Trivia Night on Thurs, Oct 27<sup>th</sup> at 7pm

- Doug Ohman author/photographer visit on Wed, Nov 16<sup>th</sup> at 11am
- Monthly gallery displays provided in partnership with the Mantorville Art Guild

Building Report:

- The parking lot expansion is complete.
- Final punch list has been signed off. The window replacement cost will be equally shared and the landscaping will be performed by the City.
- The southwest exterior door needs to be replaced. See New Business for additional details.
- A gas venting issue occurred on Sept 29<sup>th</sup>. The mechanical contractor assessed the issue as incorrect venting. The repair cost will be charged back to the builder.

**Committee Reports:**

City Council: Tim reported that the Certificate of Significant Completion has been signed. See the Library Director's Building Report for additional details.

Friends of the Library: (Beverly Jorgenson) Friends Book Sale will be Tues-Sat of next week.

SELCO Board of Directors Meeting: (Beverly Jorgenson) The SELCO Board of Directors meeting was held on Sept 22<sup>nd</sup>. There are continuing challenges to combining SELCO and SELS into one organization. With SELS receiving state funding, the financials were reported separately. The Board Function Task Force had no report. The region-wide assessment results, available to the public on the SELCO website, were reported. SELCO areas for concern included rural community challenges, COVID-19 impacts on library usage, and community inclusion/diversity. KPL, however, had many positive comments. Board Chair Dan Munson would like library directors to rotationally attend board meetings and ask questions.

**Old Business:** none

**New Business:** The southwest exterior door must be replaced. The cost of \$1622 includes delivery, installation, and salvaging as much as possible. Laurie motion to approve; 2<sup>nd</sup> by Heather. Motion passed.

Heather requested a 6:30pm start time for the Board meetings in Nov and Dec. Laurie motioned to approve the new start time for 2 months; 2<sup>nd</sup> by Jon. Motion carried.

Jon motioned to approve the advertisement for the Library Director; 2<sup>nd</sup> by Laurie. Motion carried. Pat will distribute the ad to both Tim Ibsch, Kasson City Administrator, and Krista Ross, SELCO Director.

**General Discussion:** none

**Adjourn:** 6:45pm

**Respectfully submitted by:** Laurie Schultz, secretary