

KASSON PUBLIC LIBRARY (KPL) BOARD OF TRUSTEES MEETING MINUTES

Tuesday, January 10th, 2023, at 6:20pm in the Library

Present: Mel Ferris, Heather Gransee, Fran Johnson, Laurie Schultz, Ian Stauffer and Director Michele McCaughtry

Absent: none

Visitors: none

Oath of Office: Ian was sworn in by Michele.

Chairperson Election: Laurie motioned to nominate Fran Johnson as Chairperson of the Board; 2nd by Ian. Motion carried unanimously and Fran graciously accepted.

Petitions to the Chair: none

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

Minutes of the Dec KPL Board Meeting: Motion to approve by Ian; 2nd by Heather. Motion carried.

Financial Reports/Payables: Michele is contemplating separating the SELCO account into multiple, more specific accounts for the 2024 Budget. Motion to approve the reports by Laurie, 2nd by Ian. Motion carried.

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

Director's Report:

- \$100 donation received from Donald and Martha Pogalz in honor of Pat Shaffer-Gottschalk.
- Michele and Pat spent 4 days working together, learning the KPL "micro" activities. Michele met with Steve Harsin, SELCO consultant to Library Directors, to begin reacquainting with "macro" level activities. Michele also met with Sandy, the janitor maintaining KPL and other city buildings; Will Lambert and John Talcott, members of the Friends of KPL; and Jessica Royer, the new City of Kasson Finance Director.
- On the 2nd Tuesday of the month, Michele is planning to attend the SELCO Library Director's Learning Group meeting on odd months and the Department Heads meeting on even months.
- The DCI interviewed Michele via telephone.
- Kelly Bell will be on sick leave February 1st-March 15th. Michele will be on vacation February 6th. The Board unanimously agreed and is supportive to both.

Library Activities:

- Monthly gallery displays provided in partnership with the Mantorville Art Guild.
- Staff continues to prepare for the 2023 SRP. The program theme will be chosen and supplies ordered. Michele will be applying for grants. The successful "Read 15 minutes a Day" program will continue to be a part of SRP. Potential dates are June 5-July 28th.
- The annual library inventory is scheduled for January 23rd-27th.
- Book deliveries continue to daycares, the homebound, special needs patrons, and nursing home facilities.

Winter/Spring Programming:

- Storytimes on Fridays at 10:30am, as well as Storytime at Headstart
- Friends of KPL Book sale is scheduled for January 17th-21st
- Blind Date with a Book scheduled for February 2nd and 23rd
- Stitch Community Group, Yoga Group, Friends of KPL, and 5 book clubs meet at KPL

Building Report:

- The SW exterior door has been ordered, as well as the lobby window (from K&M Glass).
- The door handle wall bumper to the Community Room has crushed the drywall in the entrance hallway. Michele asked the Board for the name of a handyman willing to do minor repairs. Jon Talcot was the recommendation. If he is unable to perform the repairs himself, the Board is hopeful he will know someone to refer.

Incident:

The Sheriff's department notified KPL that they were going to enter the premises with the purpose of arresting an individual who was currently inside. The arrest was calm and no other patrons were disturbed. No further action is required of the KPL staff.

Committee Reports:

City Council: none

Friends of the Library: none

SELCO Board of Directors Meeting: none

Old Business: none

New Business: The MN Highway Safety program (55 & over driver class) would like to utilize the KPL Community Room; however, it charges a fee of \$10 per person. Michele requested the Board to determine if an exception to the user policy could be extended. The Board unanimously agreed that the program is beneficial to all in the community and provides a valuable service. Ian motioned to approve; 2nd by Mel. Motion passed.

Closed Session: Meeting closed at 7:03 for the annual evaluation of Kelly; reopened at 7:06. Laurie motioned to approve the step promotion; 2nd by Ian. Motion unanimously passed.

General Discussion: none

Adjourn: 7:09pm

Respectfully submitted by: Laurie Schultz, secretary