

KASSON PUBLIC LIBRARY (KPL) BOARD OF TRUSTEES MEETING MINUTES

Tuesday, February 14th, 2023, at 6:00pm in the Library

Present: Mel Ferris, Heather Gransee, Fran Johnson, Laurie Schultz, Ian Stauffer (arriving at 6:20) and Director Michele McCaughtry

Absent: none

Visitors: Tim Ibish, City Administrator; John Talcott, Friends of KPL; and Beverly Jorgenson, SELCO Representative

Petitions to the Chair: John brought a bill for reimbursement. See the Friend's of the Library Report and Director's Building Report for additional information.

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

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

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

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

Director's Report:

- Preparing the Annual Report for the MN Dept of Educ due April 1st.
- Meeting with Steve Harsin, the SELCO consultant to Library Directors, regarding the Annual Report statistics, county funding, and organizing a Dodge County librarians meeting.
- Rearranged the library furniture to foster patron engagement.
- Created a rough draft of the 5-year Capital Improvement Plan which was sent to Jessica Royer, the City Finance Director; see New Business for additional details.
- Michele would like to submit photos to the DCI of various library events, such as Storytime, to promote KPL.
- Kelly Bell on sick leave until March 15th.

Library Activities:

- The annual library inventory concluded with the volunteer assistance of Dixie Anderson and Pat Baldwin. Staff is evaluating which items are permanently lost, should be discarded or replaced, and which collections should be expanded.
- Storytime continues on Fridays at 10:30am, as well as Storytime at Headstart.
- Blind Date with a Book concludes on February 23rd.
- KPL will participate in the Kasson Chamber of Commerce St. Patty's Day celebration by hosting a special Saturday Storytime on March 11th at 10:30.
- Mayo Clinic Pharmacists on Saturdays begins on March 25th and runs till May.
- Staff continues to prepare for the 2023 SRP. Potential dates are June 5-July 28th.
- Staff is beginning to plan for the KPL's 125th Anniversary with a kickoff in April 2024. Michele and Nancy met with Mary Ashford of the Mantorville Art Guild and decided to form a committee of 10 people to assist with planning. Tim asked if the group will be fundraising and if the celebrations could happen during the summer as a part of the SRP, possibly incorporating the KAC. Michele is hoping for a SELCO grant and would like to involve Friends as well, possibly as a membership drive.
- Monthly gallery displays provided in partnership with the Mantorville Art Guild.
- Book deliveries continue to daycares, the homebound, special needs patrons, and nursing home facilities.

- The Community Room offers numerous community outreach programs to Kasson.

Building Report:

- The SW exterior door and lobby window have been replaced. Charlie will paint the door when the weather allows.
- John repaired the wall where the Community Room door handle wall bumper crushed into the drywall. While he does not mind doing the repairs, he inquired if there was a building maintenance person at the City level. His concern is that the work quality of volunteers may not be up to par. Tim mentioned that it would depend on the kind of work, for example, hanging a picture in your office versus replacing the air filters. Tim and Michele agreed to discuss this further. At a minimum, volunteers performing potentially dangerous work, such as changing air filters, should be signing a waiver so that they are covered by City insurance in case of an accident.
- As the snow melts on the flat roofs, a slow leak was discovered in the electrical room. Michele contacted the ICS Senior Project Manager Bryce Kinniry, who contacted the electrician through the builder. The leakage is being caused by a missing boot seal. At this time, no one has come to install the boot seal. Tim is aware of the situation and recommended that Michele take pictures of the water damage, especially as it continues to worsen.

Committee Reports:

City Council: none

Friends of the Library: The Annual Meeting takes place on Saturday. John reported that Friends is in danger of losing its tax-exempt status due to the lack of a President, ie. the person legally responsible for signing official paperwork. With volunteerism shrinking amongst all civil organizations, Friends is no different and is struggling with membership. Will Lambert (the previous President) is willing to assist the new President if someone volunteers. At this time, most members have already served a maximum term.

Friends came into existence to help raise money to build a new library. Currently, Friends is a major contributor of SRP and sponsor for author visits. Unlike KPL, Friends hold a tax-exempt status, allowing charitable contributions to the library.

Michele has some ideas for Friends, such as advertising and reconstituting. She also mentioned the SELCO Foundation might be an alternative for tax-exempt fundraising if things become dire.

John also brought an invoice of materials purchased for repairing the wall; he did not charge for his time. See the Building Report for additional details.

SELCO Board of Directors Meeting: Bev stated that her term of service will be completed in June and KPL will need to find another person willing to serve as a representative of KPL. At this time, the Dodge County Representative seat is also vacant. Bev recommended not combining the 2 positions due the time each position requires. Being the KPL representative currently requires one to also serve on a SELCO committee and requires 2-3 meetings per month.

The last week in February is Library Legislative Week. Bev will be in St Paul on Feb 28th meeting with legislators. Bev invited everyone to consider attending to promote the importance of libraries. Currently, Gov Walz has proposed increasing the library budget by \$2 million.

The Structure Study Task Force decided it was beneficial to proceed investigating the merging of SELS and SELCO. The SELS meeting and the SELCO meeting, which occur one directly after another, both agreed with the findings and voted to continue the merging negotiations. The task force now moves from “if” to “how” and “when”. The Joint Powers Agreement requires unanimous agreement between all its members. The current system behaves as a merged system even though it is not.

Old Business: none

New Business:

Library 5-yr Capital Improvement Plan: Previously, this was a 20-yr long range plan. Michele proposed some ideas to encourage brainstorming:

- purchase additional shelves, replace furniture, exterior building maintenance
- construct walking/biking paths to the library, plant shade trees, install benches or a small pavilion, build an amphitheater/gazebo for SRP

The Board decided to make recommendations at the March meeting as the City will be reviewing on March 18th.

Revisit Inclement Weather Policy: Within a few weeks of being the new director, 2 major storms occurred and the KM schools closed. At the time the policy was approved, KPL employees were required to use PTO if the employee wanted to be paid during the closure. The Board acknowledges the difficulty of balancing the service being provided with the safety of its patrons as well as forcing employees to take PTO (or not being paid) with the safety of its employees. Because the City just recently revisited its policy during inclement weather, the Board would like to review the City’s policy prior to making any decisions on the KPL Inclement Weather Policy. Michele will contact Linda Rappe for more information. John reminded the Board that KPL is its own legal entity and may choose to either close or remain open regardless of what the City offices do. (For example, City offices do not maintain the same hours as KPL and KPL does not close at noon on Fridays during the summer.) The Board will revisit this issue in March.

General Discussion: none

Adjourn: 7:25pm

Respectfully submitted by: Laurie Schultz, secretary