

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

Tuesday, March 14<sup>th</sup>, 2023, at 6:15pm in the Library

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

**Absent:** Fran Johnson

**Visitors:** none

**Petitions to the Chair:** none

**Minutes of the Feb KPL Board Meeting:** Motion to approve by Heather; 2<sup>nd</sup> by Mel. Motion carried.

**Amendments to Agenda:** Mel motioned to approve the agenda; 2<sup>nd</sup> by Ian. Motion carried.

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

**Monthly Reports/Receivables:** Motion to approve by Heather; 2<sup>nd</sup> by Ian. Motion carried.

### Director's Report:

- Completed the 5-yr Capital Improvement Plan; see New Business for additional details.
- Completed the Annual Report for the MN Dept of Educ; see New Business for additional details.
- During the staff review of the Horizon Libraries ILL Policy, Michele became aware of the need for a Procedures Handbook for KPL staff to reference. A Procedures Handbook would provide consistency in dealing with KPL day-to-day activities. This would be especially helpful for new hires.
- The Dodge County Library Directors (Kasson, Dodge Center, West Concord, Blooming Prairie and Pine Island) will be presenting to the Dodge County Commissioners during either the Apr or May Commissioner meeting. Michele requested some supporters to be in attendance.

### Library Activities:

- Storytime continues on Fridays at 10:30am. Special Storytime held on Mar 11<sup>th</sup> in conjunction with the St. Patty's Day celebration.
- Blind Date with a Book concluded on Mar 2<sup>nd</sup> due to the weather.
- Staff is designing custom bookmarks to support Friends as well as promote upcoming programs.
- Mayo Clinic Pharmacists Education series will be featured on Mar 18<sup>th</sup>, 25<sup>th</sup>, Apr 1<sup>st</sup>, and 8<sup>th</sup>.
- Local author Renee Berg will be speaking and holding a book signing on Mon, Mar 20<sup>th</sup> at 5pm.
- The SCSU 55+ Discount Driver Program will be held on Wed, Mar 29<sup>th</sup> from 8-12:30pm.
- Best selling author and stand-up comedian Lorna Landvik, sponsored by the SELCO MN Arts and Cultural Heritage Fund, will be at KPL on Wed, May 3<sup>rd</sup> at 6:30pm as part of the MN Author Tour.
- Staff continues to prepare for the 2023 SRP. Potential dates are June 5-July 28<sup>th</sup>.
- Staff is beginning to plan for the KPL's 125<sup>th</sup> Anniversary with a kickoff in April 2024. Michele and Nancy met with Mary Ashford of the Mantorville Art Guild and would like an additional 2-3 people to assist with planning. Michele will be applying for the Community Collaboration grant (up to \$7000) through SELCO and the MN State Arts and Cultural Heritage Fund. The grant opens Jul 2023 and closes Jan 2024 with the monies to be spent by Dec 2024. Grant awards will be announced Mar 2024.
- 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: It appears that the boot seal was finally installed. The electrical room will need to be monitored for leakage throughout the spring thaw and after heavy rains to verify the problem has been resolved.

**Committee Reports:**

City Council: none

Friends of the Library: none

SELCO Board of Directors Meeting: none

**Old Business:**

KPL SELCO Representative: Michele has been actively seeking a replacement for Beverly; however, she has not had any success thus far. Board inquired if the position needed to be a resident of Kasson, or if the candidate for KPL could reside in the greater service area.

Dodge County SELCO Representative: Ingvild Herfindahl, the Dodge Center Library Director, stated she might have a candidate willing to represent both the Dodge County area as well as the Dodge Center Library positions.

Inclement Weather Policy: Upon further review and comparing with the City's policy, the Board concluded that the current Inclement Weather Policy is sufficient, allowing the KPL Director to decide based on city road conditions and availability/safety of the staff. Heather motioned to approve; 2<sup>nd</sup> by Mel. Motion carried.

Older Chromebooks from a Grant: Neither the schools nor the Friends of KPL would like the Chromebooks. KPL is free to distribute the Chromebooks as it sees fit. (Various reasons: too old, incapable of updates, unwilling to field technology questions regarding them.)

**New Business:**

Library 5-yr Capital Improvement Plan: Previously, this was a 20-yr long range plan. Michele identified several KPL needs.

- Purchase additional bookshelves (Currently need 2: YA and non-fiction) Current shelving was built by 1760 Millwork MFg Co
- Self-checkout machine
- People counter for the front door
- Furniture replacement
- Maintenance for flat roofs, which have been problematic
- Maintenance for the dome roof, which has 20-yr life expectancy
- Walking/bike path to KPL (need to work with Council Member Dan Egger, head of the Safe Roads to School Initiative)
- Covered amphitheater or gazebo
- Shade trees, landscaping
- Additional playground equipment

Annual Report: Michele completed the 2022 MN Public Library Annual Report and presented the statistics to the Board. Ian motioned to approve; 2<sup>nd</sup> by Heather. Motion carried. After Fran signs the document, Michele will mail it.

**General Discussion:** none

**Adjourn:** 7:55pm

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