

KASSON PUBLIC LIBRARY (KPL) BOARD OF TRUSTEES MEETING MINUTES

Tuesday, April 11th, 2023, at 6:00pm in the Library

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

Absent: none

Visitors: Beverly Jorgenson

Petitions to the Chair: none

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

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

Financial Reports/Payables: Motion to approve the reports by Ian; 2nd by Mel. Motion carried.

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

Director's Report:

- Staff completed the review of the Horizon Libraries ILL Policy and the agreement was signed.
- The Dodge County Library Directors presented to the Dodge County Commissioners regarding funding levels. See New Business for additional information.
- Michele met virtually with Library Directors from both Pine Island and Lake City to discuss 3 factors dictating how Horizon services are delivered. All agreed on a singular factor as priority: no cost/no individualization/yes innovation and sent that vote to the Resource Sharing/Technology committee at SELCO. Basically, libraries would surrender their individualization at no cost and use standardized codes which allows the Horizon automation software to be upgraded, versus hiring additional staff to handle all the customized codes.
- David, Michele, and Kelly attended a 2-hr online refresher class Copy Cataloging through Minitex and a 2-hr virtual SRP kick-off hosted by SELCO.
- Michele attended the Friends meeting and offered support to help with revisiting the bylaws.
- Michele went over highlights from the Annual Report at the Department Head meeting.

Library Activities:

- Storytime continues on Fridays at 10:30am through the end of May.
- Staff is designing custom bookmarks to support Friends as well as promote upcoming programs.
- Mayo Clinic Pharmacists Education series ran for 4 Saturdays and concluded on Apr 8th.
- Local author Renee Berg will be speaking and holding a book signing on Mon, Apr 17th at 5pm.
- 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 3rd at 6:30pm as part of the MN Author Tour.
- Staff continues to run clean-up reports from the annual inventory in Jan.
- 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: Maintenance was hired for the flagpoles.

Committee Reports:

City Council: Mel reported the City is planning to incorporate KPL into the bike trail expansion plans.

Friends of the Library: Beverly reported the Friends are having their book sale Apr 18-22nd.

SELCO Board of Directors Meeting: Beverly presented a summary of the meeting from Mar 28th. Bev thanked Michele for agreeing to serve as the Advisory Committee Liaison. Beverly recommended writing letters to our legislators in support of House file 1.9.1.7 and Senate file 1.9.1.9. The current VP, Jeanne Pietig, accepted the position as President and Steve Hall was approved as the new Board VP. Since there is not any policy regarding the VP position, Jeanne requested a future policy addressing the VP position. The Hot Topic for discussion was in regards to merging SELCO and SELS. The funding streams for each must remain separate for tax purposes. There currently is no dissension among library directors to merge SELCO and SELS.

Old Business:

KPL SELCO Representative: Michele has been actively seeking a replacement for Beverly; however, she still has not had any success thus far. The candidate for KPL may either be a resident or reside in the greater service area. Ian may know someone who might be interested. Representatives meet 6x/yr and serve on a committee.

Dodge County SELCO Representative: Nancy Thornton has agreed to represent both the Dodge County area as well as the Dodge Center Library positions.

New Business:

Dodge County Library Directors Presentation: The library directors from Kasson, Dodge Center, West Concord, Blooming Prairie and Pine Island presented to the Dodge County Commissioners regarding funding, which is currently at the minimum service level. According to the outdated contract signed in 1989, library services are to be extremely limited at minimum funding levels. For example, children are not to have any services outside of school visits, there are not to be Summer Reading Programs, patrons have no access to interlibrary loan, etc. Library directors intend to continue attending the Commissioners meeting until the contract is updated.

8th Ave Bike Trail: See City Council report above.

Closed Session: Meeting closed at 7:10 to discuss a personnel issue.

Personnel Changes: Ian motioned to accept the Circulation Technician's letter of resignation; 2nd by Heather. Motion approved. Ian motioned to promote David from Library Assistant to Circulation Technician; 2nd by Laurie. Motion approved. Michele, Tim, and Linda marked up a job description for the open Library Assistant position. Michele would like to customize the position to be more in-line with other libraries and tailored to KPL's need for a children's librarian. Fran and Heather agreed to serve on the committee to approve the revised job description on Friday. Ian motioned to approve; 2nd by Laurie. Motion passed with Fran and Heather serving on the committee. The job would be posted from April 17-May 1st. On May 5th, the Board will receive a packet with final candidates. On May 9th, the Library Board will approve the candidates. Michele will schedule interviews. On May 18th, at a Special Library Board Meeting, the Board will approve the finalist. Hopefully, the new library assistant will start on June 5th in time for the SRP.

General Discussion: none

Adjourn: 7:30pm

Respectfully submitted by: Laurie Schultz, secretary