

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

Tuesday, June 13<sup>th</sup>, 2023, at 6:00pm in the Library

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

**Absent:** Ian Stauffer

**Visitors:** Beverly Jorgenson

**Petitions to the Chair:** none

**Minutes of the May 9<sup>th</sup> and May 18<sup>th</sup> KPL Board Meetings:** Motion to approve the May meeting minutes as amended by Mel; 2<sup>nd</sup> by Heather. Motion carried. Motion to approve the special May meeting minutes by Heather; 2<sup>nd</sup> by Mel. Motion carried.

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

**Financial Reports/Payables:** Motion to approve the reports, noting that KMTelecom and MN Energy bills were not available at the time of meeting, by Laurie; 2<sup>nd</sup> by Heather. Motion carried.

**Monthly Reports/Receivables:** Discussion ensued about potential SRP grants that were written in previous years and the \$1,400 carry-over from Friends in 2022. There were questions regarding where the grants are to be posted and why there is grant money expected (budgeted) on the Income Statement and from where (actual). Michele will look into this. Motion to approve by Heather; 2<sup>nd</sup> by Laurie. Motion carried.

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

- Michele attended the following meetings: SELCO orientation with Katy Domaille, SELCO Board meeting as the small public library liaison, public library directors meeting via SELCO, staff meetings, and the SELCO Advisory meeting.
- Michele presented to each class and grade at KMES to promote the SRP.
- Michele has plans for Storytime visits for each grade during the KoMet Academy summer learning program.
- Michele and the library board hiring committee held in-person interviews and recommended a candidate for hire at the May 18<sup>th</sup> Special Library Board meeting, who was approved.
- On May 25<sup>th</sup> Michele announced Katy Domaille as the new SELCO Board representative for KPL and Bethany Anderson as the new Library Assistant at the Department Head meeting. Bethany's start date was June 5<sup>th</sup>.
- On May 24<sup>th</sup> Steve Harsin, SELCO consultant, visited KPL to discuss building/program space, staffing, and collection development.
- Representing the Card Club, Renee Solberg donated \$246 for books.

### Summer Reading Program (SRP):

- Kickoff - June 5<sup>th</sup> 5-7pm. Big thanks to our volunteers: John and Sue Talcott, Tania Meyer, 2 Mayo Clinic volunteers, Morgan Mohler, Miss St Croix Valley and a candidate for Miss Minnesota
- Fun Fridays:
  - Jim Jayes Marionettes (June 9<sup>th</sup>)
  - Z Puppets Rosenschnoz (June 16<sup>th</sup>) Find Your Island of Calm, Playful, Mindfulness workshop
- Multiple storytimes for various age groups throughout the week
- July 18<sup>th</sup> - Project Kids field trip to KPL
- July 28<sup>th</sup> - final day for reading logs

### Building Report:

- Pat Baldwin has been volunteering with weeding and beautification. Ben Langan, the new Parks & Rec director, plans on spraying for weeds and trying to assist with the maintenance, especially the

flagpole and big rock area. Michele would like to start a Garden Club that may also be able to help with plans.

- It was recommended to run water for 15 minutes in the utility closet in order to prevent the drain traps from drying and the smell of sewer gas.
- A car was abandoned in the parking lot for 3 days. Police identified the owner and arranged a pick up.

#### **Committee Reports:**

City Council: none

Friends of the Library: none

SELCO Board of Directors Meeting: Concerns regarding the merging of SELCO and SELS continues. In order to merge the financials, SELCO must surrender its non-profit 501(c)3 status in order to become a governmental unit. SELCO is the only library system in Minnesota that was created as a non-profit. It acts like a governmental unit and SELCO/SELS behaves as if merged, so, to merge would clarify what is already been in practice. The new SELCO Board president, Jeanne Pietig, has formed an executive committee to move things along more efficiently.

#### **Old Business:**

St Paul & MN Foundation Endowment Fund: After some discussion, Heather motioned to reinvest future grants back into the Endowment Fund until the funds are needed; 2<sup>nd</sup> by Mel. Motion carried.

Alma McCullough Bequest: Michele received the check for the bequest. Tim Ibisch recommended investing the money, either temporarily or permanently, into the Minnesota Municipal Money Market Fund (4M Fund) sponsored and governed by the League of MN Cities. Motion to place the bequest into the 4M Fund by Laurie; 2<sup>nd</sup> by Heather. Motion carried.

#### **New Business:**

Remote Meeting Options for Board Members: According to Minn. Stat. 13D.02, at least one member must be physically present at the regular meeting location, all members must be able to see and hear each other, and each location at which a member is present must be open and accessible to the public (in addition to a few other stipulations). There is no option for proxy voting.

Memo to Pre-Pay Bills: Although Michele prefers to have the Board approve all bills prior to paying, sometimes this is not possible. This would be especially problematic if the Board did not reach a quorum. Michele requested the ability to pay bills under \$1000 without prior Board approval in order to avoid late fees. Motion permitting the Library Director to pay bills under \$1000 by Laurie, 2<sup>nd</sup> by Heather. Motion carried.

Request for Reconsideration submission: Michele received a request to reclassify the "A Court of Thorns and Roses" series by Sarah J Maas from Young Adult to Adult. Michele would like to look at the collection as a whole, as well as personally read the material; however, this is difficult due to the SRP. Board will revisit this in October, after the SRP concludes and she has had time to evaluate the material and develop some options, such as possibly creating a new genre called New Adult.

**Closed Session:** Meeting closed to discuss the Library Director 6-month evaluation.

Motion to approve the employment review and remove Michele from probation by Mel; 2<sup>nd</sup> by Heather. Motion carried.

**General Discussion:** none

**Adjourn:** 8:00pm

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