

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

Tuesday, July 11<sup>th</sup>, 2023, at 6:00pm in the Library

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

**Absent:** Fran Johnson and Ian Stauffer

**Visitors:** Angie Finstuen

Angie addressed the Board regarding late fees. Being new to the area, she made an appeal to remove all fines and fees. The Board uncovered some issues with SELCO settings and the automatic reminders. The option of regular mail should be removed from the system. Prior to the meeting, Michele waived all of Angie's fines.

**Petitions to the Chair:** none

**Minutes of the June KPL Board Meetings:** Motion to approve the June 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 Heather. Motion carried.

**Financial Reports/Payables:** Audiobooks are getting more difficult to purchase as their popularity has drastically declined with the introduction of audible apps. In the 2024 budget, Michele may combine line item 218 (Books) with 219 (Audiobooks/DVDs). Motion to approve by Heather; 2<sup>nd</sup> by Mel. Motion carried.

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

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

- Preliminary 2024 Budget will be available for the August Board meeting for approval.
- Bethany Anderson is a nice addition to the team. She was hired with the intent to fill the new (once approved) Youth Services job position Michele, Linda, and Tim are creating. She is contributing to the library's social media presence and has many ideas.
- In addition to the normal library meetings and activities, the staff is very busy with SRP.

### Summer Reading Program (SRP):

- Michele visited K-3<sup>rd</sup> graders in June promoting SRP
- Fun Days (Fun Friday performers are made possible through a grant from the MN Arts & Cultural Heritage Fund):
  - Jim Jayes Marionettes (June 9<sup>th</sup>) with 57 attendees
  - Z Puppets Rosenschnoz (June 16<sup>th</sup>) with 39 attendees
  - Will Bjorndal Family Music Fun (June 23<sup>rd</sup>) with 35 attendees
  - Cory and Friends Dance Party (July 4<sup>th</sup>)
  - Climb Theatre (July 7<sup>th</sup>)
  - Mary Bledwehl's The Magic of Story (July 14<sup>th</sup>)
  - Wonder Weavers Storytellers (July 21<sup>st</sup>)
  - Big Slingshot activity (July 28<sup>th</sup>)
- June totals:
  - Adults: 118 books read
  - Teens: 18 participants with 32 prizes x 2 hrs (64 hours)
  - Children: 172 participants with 371 prizes x 2 hrs (742 hours)

Building Report:

- The City Council is searching for a janitorial replacement for Sandy. Until then, the staff is maintaining the facilities.

**Committee Reports:**

City Council: none

Friends of the Library: none

SELCO Board of Directors Meeting: none

**Old Business:** none

**New Business:**

Pilot Flexible Work Policy: The City is piloting a flexible work policy for exempt personnel. Michele proposed the Board consider allowing a flexible work schedule for non-librarian assistant personnel, such as the Circulation Technician, when the library closes for inclement weather. There are many tasks which may be completed at home.

Financial Reports on Donation History: Michele printed the donation history from January 2021 - June 2023 for review. Michele would like to change the policy of charging for copies to donating for copies to avoid taxes.

New Patron Procedures (MN Statue 609.541 Protection of Library Property): Need to contact SELCO to verify text messages are available at no charge; located at step 5 in the procedures. Step 5 requires updating to remove the notification by standard mail, as well as the availability of text messages.

Job Description - Youth Services: Michele provided a preliminary job description of the new position. She is in discussions with Linda and Tim regarding the updates and pay grades. Michele would like final revisions complete by December for the upcoming fiscal year.

**General Discussion:** none

**Adjourn:** 8:00pm

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