

KASSON PUBLIC LIBRARY BOARD MINUTES

The KPL Board of Trustees met Tuesday, Jan 13th, 2015, at 6:00 pm at the Kasson Public Library.

Present: D. Buck, L. Carlsen, S. Joachim, T. Kamel, and A. Tiff, Director.

Visitors: P. Shaffer-Gottschalk, M. Bersano, C. Coleman, E. King, Donovan Lambright, P. Baldwin.

Oath of Office: Doug Buck was sworn in as the new Council representative to the Board. He is a lifelong resident of Kasson and introductions were made to the Board. Doug received a new Library card.

Amendments to the Agenda: move up 12.3 , 12.5, and 12.6. A motion was made by Rase, 2nd Carlsen to record all future meetings. All ayes. Additionally, it was presented to finish up Art's evaluation from last month so he receives feedback. A motion was made by Kamel, 2nd Rase to accept these changes. All ayes. Donovan Lambright from SELCO addressed the latest violation of our Wi-Fi. His recommendation is that we need to adjust our firewall. A motion was made by Joachim, 2nd Kamel, to block protocol to prevent infringement for a 6 month trial period. All ayes. KPL has already taken steps to stop infringements and to educate the public, so this is another security step. So far there has been no penalty to KPL.

Minutes of the December 9th, 2014 meeting: motion to approve by Kamel, 2nd by Carlsen with a minor date adjustment in the Friends Report to read Feb 21 instead of Feb 22. All ayes.

Financial Reports/Approval of Payables: Art discussed the charge for a new replacement motor for the furnace through Pine Heat & Air. While it was under warranty from last year, there was a service call charge. Art and Pat had felt ill after the installation so the Fire Department came out to check the air quality. All was clear. Art proposes getting a CO detector for the building. Motion by Kamel, 2nd Rase to accept the reports. All ayes.

Monthly Reports: motion by Joachim, 2nd Carlsen to approve. All ayes. Next month Art will provide Statistic comparison sheets.

Director's Report: Total donations of \$69,835.00 have been received to date which includes 3 grants. The Summer Reading Program kicked off on Jan 7, 2015. Kelly Bell made deliveries to 9 day care sites within our region. Art is compiling the annual report for 2014 and this will be submitted by 4-1-15. The Policy and Procedures changes are tabled until next month. The Downton Abbey Evening was attended by 18 people in costume. This was in spite of the blizzard conditions that day. The Post Bulletin had nice coverage and included photos.

Committee Reports: E. King presented the Board with updates and drawings of the proposed new facility. D. Buck had nothing new to share from the City Council. P. Baldwin mentioned the Book Sale to be held Jan 22, 23, 24, and the bag sale will be held on Jan 26. Tarik and Art had nothing new on the Capital Campaign Committee which meets on Jan 22.

Old Business: none

New Business: items 12.1 and 12.2 were tabled until next month's meeting. The meetings will be hereafter recorded and kept for 3 years. Three new workstations will be replaced for public use to allow for secure operations by patrons (for job applications and taxes). These costs were included in the budget. Current by-laws mention that our meetings be held at 5:30 pm, so a

motion was made to change this to 6:00 pm by Rase, 2nd Carlsen. All ayes.

Closed Meeting: 7:49 pm for evaluations of 3 staff members and finish up Art's evaluation.

Open Meeting: 8:56 pm. A motion was made to approve the following evaluations: P. Shaffer-Gottschalk, retro pay back to Dec 13th 2014, at Grade 5, Step 2--\$17.26/hr.; M. Bersano retro pay to Dec 16th 2014, at Grade 3, Step 3--\$15.56/hr; K. Bell retro pay to Dec 17th, 2014 at Grade 3, Step 2--\$15.07. All ayes. Art received his evaluation forms and feedback from his review in Dec. which is: Grade 12, Step 3, \$27.86.

General Discussion: Jim Rase's design won first place in the Button Contest for the upcoming Festival in the Park celebration. The Board recommends that Art open communication and involvement with the Building Committee to stay current during the design phase. Tarik said he was unable to read A Christmas Carol to residents of Sunwood Manor as no one showed up.

Adjourn: 9:02 pm

Submitted by: Susan Joachim, secretary