

## KASSON PUBLIC LIBRARY BOARD MINUTES

The KPL Board of Trustees met Tuesday, October 11<sup>th</sup>, 2016, at 6:00 pm in the library.

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

**Absent:** L. Schultz

**Visitors:** Pat Baldwin

**Amendments to the Agenda:** none. Approve as is by Buck, 2<sup>nd</sup> Joachim. All ayes.

**Minutes of the Sept. 13<sup>th</sup>, 2016, KPL Board meeting:** motion by Joachim to approve, 2<sup>nd</sup> Kamel. All ayes

**Financial Reports/Approval of Payables:** motion by Kamel to approve, second Buck. All ayes

**Monthly Reports:** motion by Carlsen to approve, 2<sup>nd</sup> Joachim. All ayes

**Director's Report:** Art has implemented weekly staff meetings for all staff on Fridays at 8:45 to discuss daily/ weekly operations. Scott Stroh facilitates the set-up of the new MakerSpace room. He is a teacher at Century HS, and lives in Kasson. Set up will be on Thursday night to include the 3-D printer and the Smart Board/projector.

**Committee Reports:** The grounds seeding is 75% complete with the remaining area around the playground not seeded. The playground equipment has been installed, and wood chips will be delivered by Friday. The new sidewalk is done and the south end needs to be adjusted, as it does not meet ADA guidelines. The Board recommended leaving the section in place, and adding a ramp access near the HC street parking. The Kasson Safety committee came through and their recommendations were to place an indoor floor mat by the service door to prevent falls due to snowmelt, and to install a motion sensor which would turn on the light in the workroom. Braille signage is needed in rooms and shelves, and the cost for this would be \$1049 from Hindahl Co of Mantorville. The acrylic signs will be 6"x10". Art will also check with Abel Signs for an estimate. The Emergency button has been installed at the installation desk, which alerts the Police Dept. directly. There is a significant leak in the electrical room. It seems to be situational after storms of a certain type. Dave O flew out from UT to help inspect the situation but nothing was definitive. The repair will be covered under warranty. Doug Buck reported that Art gave an excellent presentation to the City Council and their consensus being that Art has done a superb job in handling the Library building project. Pat Baldwin reports that \$623 was earned at the last Book Sale bringing the 2016 total to \$1437 total.

**Old Business:** The Council approved \$66,000 to cover overages due to subcontractor issues.

**New Business:** The Community Room has been heavily booked through April; the VFW, KARE, bridge clubs, a retired teacher group, and many others have requested the space. Art gave the Board a comparison of the 2015 and 2016 Saturday increase in usage. More hours may be necessary. A strategic Planning Committee will commence in Nov 2016 to plan for the future, possibly extending hours. The membership for the new Monday morning Book Club is now full. A closed meeting at 7:10 pm was conducted for an employee evaluation, Nancy Hackenmiller. The meeting was re-opened at 7:25. A motion was made by Buck, 2<sup>nd</sup> Carlsen to approve Nancy's evaluation. All ayes. She will remain at Grade 3 but increase from Step 1 to Step 2. This reflects a pay increase from \$14.97/hour to \$15.46. She remains at part-time status.

**General Discussion:** none

**Adjourn:** 7:35pm

Submitted by: Susan Joachim, secretary