

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

Thursday, December 15<sup>th</sup>, 2016, at 6:00pm in the Library

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

**Absent:** None

**Visitors:** Pat Baldwin, Beverly Jorgenson

**Amendments to the Agenda:** Art asked to remove “and shelves” from 10.1 and omit 11.2 because Kamel agreed to remain Board Chair. Motion to approve by Kamel, 2<sup>nd</sup> Buck. All ayes.

**Minutes of November 15<sup>th</sup>, 2016, KPL Board Meeting:** Motion to approve by Schultz, 2<sup>nd</sup> Joachim. All ayes.

**Financial Reports/Payables:** \$1425 to Schmidt Goodman was returned. Motion by Joachim, 2<sup>nd</sup> Carlsen. All ayes.

**Monthly Reports/Receivables:** Cost of the copier is nearly offset by the revenue from photocopies. Motion to approve by Joachim, 2<sup>nd</sup> by Schultz. All ayes.

### **Director’s Report:**

- Response has been slow towards the new, expanded library hours. Will continue to monitor as the public adjusts to the new hours. With only 167 patrons, Christmas in Kasson participation at the library saw a large decline, most likely due to the change in location.
- Kasson/Mantorville VFW donated \$75 for the use of the Community Room.

### **Committee Reports:**

**Library Building Report** – A second leak, identified by a bubble in the sheetrock, has been discovered in the Teen Area bump-out. Art notified Dave who is diligently trying to contact the subcontractor. Library will need to wait until spring to fix both leaks. The HVAC unit, located in the storage room just off the work room, failed to heat causing temperatures to dip down to the sixties, impacting the front entrance area as well as the storage room. While the fan was running, no heat was being generated. Superior Mechanical identified a bad switch. HVAC unit is under warranty for 1 year.

**City Council** – Buck reported the street project was approved.

**Friends of the Library** – Baldwin reported that no one attending the December Friends of the Library meeting was interested in becoming president. Friends will wait until the annual meeting to determine whether or not the non-profit group will disband. Baldwin reported \$6861 year-end balance, received \$50 from United Way, and stated around \$700 needs to be spent in order to maintain its non-profit status. Baldwin suggested using the money for an author/illustrator presentation at the library.

**SELCO Board of Directors Update** – Jorgenson reported during October SELCO Meeting, she discussed the success of the KPL Grand opening and thanked certain members for attending. All SELCO membership agreements are anticipated to be signed. June 30<sup>th</sup> audit results have been accepted and filed, additional information was made available on the SELCO website. MLA convention proposed a \$3 million increase for basic operations and use of libraries. The Technology Plan proposal changed with fees based on population and could raise the budget substantially; the proposed chart is available online. Clint Patterson was recognized as a Minnesota Association of Library Friends (MALF) Standout Library Friend.

### **Old Business:**

- Room identification signs have been hung and building plans submitted to the Kasson Fire Department.
- Joachim inquired about replacing road signs for the library. Buck replied Main Street is under city jurisdiction and signage should not be a problem.

### **New Business:**

- 4 candidates applied for the KPL Board of Trustees position to be vacated by Sue Joachim. After discussion, the board voted via ballot. Jon Wright, a teacher at Triton, won the vote 4-1. Motion to approve by Carlsen, 2<sup>nd</sup> by Schultz. Motion carried. Wright to be confirmed by City Council on December 21, 2016, and to be sworn in during the next KPL Board of Trustees scheduled on January 12<sup>th</sup>, 2017.
- Staff evaluations set for January 2017 Board meeting.

### **General Discussion:**

Art presented Sue Joachim a plaque in recognition of her many years of service to Kasson through the KPL Board of Trustees. Joachim faithfully served from 2007 through 2016. The Board, as well as the entire city of Kasson, appreciates Sue’s time, leadership, and dedication; she will be missed.

**Adjourn:** 7:30 pm

Submitted by: Laurie Schultz, secretary