

KASSON PUBLIC LIBRARY (KPL) BOARD OF TRUSTEES MINUTES

Thursday, March 16th, 2017, at 6:00pm in the Library

Present: T. Kamel, L. Carlsen, C. McKern, L. Schultz and A. Tiff, Director

Absent: J. Wright (arrived at 6:30pm)

Visitors: Beverly Jorgenson, Pat Shaffer-Gottschalk

Amendments to the Agenda: Schultz requested 12.1 to discuss changes to the April 11th meeting date/time. Tiff requested 11.5 to discuss the Donation of Surplus Property and 7.1 to discuss the Classification and Compensation Study. Motion to approve by Kamel, 2nd by Schultz. Motion carried.

Minutes of February 14th, 2017, KPL Board Meeting: Motion to approve by McKern, 2nd Carlsen. All ayes.

Financial Reports/Payables: Motion to approve by Schultz, 2nd Carlsen. All ayes.

Monthly Reports/Receivables: Motion to approve by Kamel, 2nd by McKern. All ayes.

Classification and Compensation Study: All city employees, including the KPL staff, must participate. Data is gathered throughout the nation regarding government positions, the responsibilities of each position, and its pay scale. The information will be used by the union for setting pay grades and steps. Employees are not being evaluated; the job itself is. Tiff will conduct the reviews for the KPL staff; a KPL Board Trustee must conduct the review for Library Director. McKern recused himself; Kamel volunteered. McKern motioned for Kamel to review Tiff, 2nd by Carlsen. Motion carried.

Director's Report:

Shaffer-Gottschalk presented the Summer Reading Program (SRP): Build a Better World. Items new this year include:

1. Kick-off "Block Party in the Park" on Friday, June 9th, in West Park from 6-8pm featuring games and refreshments.
2. "Grow a Better World" garden club for children ages 8-12 on the north side.
3. Library Store, where reading points are exchanged for prizes, available July 24-27 in the Community Room.
4. Recycle Art Contest.

The Library continues to receive high praise from the community. The Book Clubs will be undergoing restructuring with Bell and Hackenmilller each leading 1 and Bersano leading 3. KPL will have a Relay for Life team this year.

Committee Reports:

Library Building Report – There are issues when the snow slides off the dome onto the flat roof. Thick snow (14-15") bent a vent pipe and damaged some plastic boots on the roof, causing a major leak and some damage by the men's restroom. The pipe may require straightening and the plastic boots may need to be replaced and resealed. Damage may not be covered under insurance or warranty. Unless something changes, expect issues with vent pipes and leakage yearly. A minor leak persists in the electrical room. A window near the book drop has cracked and needs replacing. This is the second time the window has cracked where the screw is located; window itself may be defective.

City Council – A citywide comprehensive plan was approved to evaluate consumer needs and trends in order assist local businesses and encourage new business in the short term, as well as to anticipate major city maintenance, growth, and spending at 10-20-30 year periods. Since the roof has a 20-year warranty, this should be identified as a future expenditure so the city can plan ahead.

Friends of the Library – Friend of KPL donated \$725 to SRP. In addition, Sybel Haugen's son donated \$628.

SELCO Board of Directors Meeting – Jorgenson's term is up at the end of June; she asked the Board to seek a replacement. Krista Ross was elected to become the new Executive Director, effective April 24th, with Ann Hutton retiring on May 1st. In addition to her many years of experience, Ross has worked with the WI legislature and is familiar with rural libraries operating on limited budgets. See www.selco.info for detailed information.

Old Business: 2016 Annual State Report completed, submitted, and accepted. Kamel signed; copy to be sent to SELCO.

New Business: An updated KPL Policy for materials was reviewed. Motion to accept by McKern, 2nd by Schultz. All ayes. A sewing club will begin in April with donated sewing machines. Potential exists for a future quilting class. YE 2016 budget, which including building the new facility, was slightly \$1000 over-budget; however, YE 2015 budget was approx. \$5000 under-budget. Discussion ensued regarding a KPL Building Maintenance Committee. McKern to research legalities of city personnel performing maintenance on KPL. Friends of Lanesboro Public Library submitted a Surplus Commodities and Equipment Property Request Form regarding the shelving from the old KPL location. Motion by Wright, 2nd by Schultz. All ayes to donate old KPL shelving to the Lanesboro Public Library.

General Discussion: KPL Board of Trustees meeting on April 11th moved from 6pm to 5pm.

Adjourn: 7:30 pm

Submitted by: Laurie Schultz, secretary