

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

Tuesday, June 13<sup>th</sup>, 2017, at 5:00pm in the Library

**Present:** T. Kamel, C. McKern, L. Schultz, J. Wright and A. Tiff, Director

**Absent:** L. Carlsen (arrived at 5:15pm)

**Visitors:** Pat Shaffer-Gottschalk

### **Amendments to the Agenda:**

1. Tiff requested moving "13.0 Closed Meeting for KPL Staff Evaluation" and "14 Reopen Board of Trustees Meeting" after "9.0 Director's Report". Motion to approve by Wright, 2<sup>nd</sup> by McKern. Motion carried.
2. Tiff later requested moving "12.2 Opportunity Services – KPL Staff Training" after "8.0 Monthly Reports". Motion to approve by Kamel, 2<sup>nd</sup> by Wright. Motion carried.

**Minutes of April 11<sup>th</sup> and May 16<sup>th</sup>, 2017, KPL Board Meeting:** Motion to approve by Wright, 2<sup>nd</sup> McKern. All ayes.

**Financial Reports/Payables:** As in the past, the GALE fee of nearly \$3500 was paid equally from 218 Books and 219 Audiovisual. Approximately \$6000 remains from the Carl and Verna Schmidt grant. The grant money must be spent by August 1<sup>st</sup> and may be used for anything. Motion to approve by McKern, 2<sup>nd</sup> Schultz. All ayes.

**Monthly Reports/Receivables:** Impressive attendance recorded for Storytime. Motion to approve by Kamel, 2<sup>nd</sup> by Wright. All ayes.

**Opportunity Services – KPL Staff Training:** On June 1<sup>st</sup>, between 12:20-12:50pm, an autistic client from Opportunity Services experienced an episode in which he became violent. KPL was locked, 911 was called and, eventually, the parents arrived and took the young man home. Tiff received treatment at the ER for a bite wound. As a result, Opportunity Services agreed to improve their screening process as well as provide training to KPL staff so that, in the future, KPL staff will know the proper procedures and legalities.

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

- Shaffer-Gottschalk updated the board on the Summer Reading Program (SRP). The Kickoff Party was a huge success with 401 persons attending. KPL thanks Kasson Park and Rec for providing picnic tables and trash receptacles, making cleanup easy. In addition to the Science Club, KPL is offering 11 Storytimes per week. The first Garden Club met on June 12<sup>th</sup> and starts planting on June 19<sup>th</sup>. The Science Club, Storytimes and Garden Club are all highly attended.
- Beginning January 1<sup>st</sup>, 2018, the SELCO membership fee increases by \$1609 for KPL.

**Closed Session for Staff Evaluation:** Closed at 6:28 to evaluate Pat Shaffer-Gottschalk. Session reopened at 6:55. Motion was made by Carlsen, 2<sup>nd</sup> by Kamel to move Pat from Grade 6/Step 3 to Grade 6/Step 6, increasing her pay from \$20.04 to \$22.06. Motion carried unanimously. Increase is covered in the 2017 budget.

**Committee Reports:** none presented from City Council, Friends of the Library, or SELCO Board of Directors Meeting

### **Old Business:**

Special staff request from May was approved by the Kasson City Council.

### **New Business:**

Tiff requested to transfer \$2000 from 218 Books to 219 Audiovisual. Motion by Wright, 2<sup>nd</sup> by Kamel. All ayes.

**General Discussion:** None

**Adjourn:** 7:05 pm

**Submitted by:** Laurie Schultz, secretary