

KASSON PUBLIC LIBRARY (KPL) BOARD OF TRUSTEES MEETING MINUTES

Tuesday, December 12th, 2017, at 6:00pm in the Library

Present: L. Carlsen as acting president, C. McKern, L. Schultz, J. Wright and A. Tiff, Director

Absent: T. Kamel

Visitors: none

Amendments to the Agenda: none

Minutes of the September KPL Board Meeting: Motion to approve by McKern, 2nd by Wright. All ayes.

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

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

Director's Report:

- Completed 2 staff evaluations.
- Meeting set for 9am on December 20th at Kasson City Hall with subcontractor over disputed construction services and payment.
- Accepted \$100 donation from Paul and Catherine Remtema on December 6th on behalf of their family for purchase of additional children's material. Thank you has been sent.

Building Report:

- The final payment mailed to Architect Leland Gray on December 5th.
- Additional DVD shelving installed.

Committee Reports:

- City Council: McKern reported that the City of Kasson budget will be set during the meeting on December 13th.
- Friends of the Library: no report
- SELCO Board of Director's Meeting: no report

Old Business: Policy for patrons under 10 has been posted on the doors and throughout the library.

New Business:

- Tiff would like to schedule active shooter training at KPL. In addition to Mark Hottel, other possible contacts include Chief Kent, SRO Jesse Kasel, or Sheriff Rose.
- Motion to approve moving current part-time employee to full-time by Wright, 2nd by Carlsen passes with McKern abstaining.
- Motion to set January 2nd as a workday, closed to patrons, to prepare for the Summer Reading Program by Schultz, 2nd by McKern passes.

Closed Session for 3 Staff Evaluations: Meeting closed from 6:25-7:25pm to evaluate 3 KPL employees. First motion carried to promote an employee to the next pay step. In accordance with concerns listed on the second evaluation, which have been acknowledged and disputed by the employee and are to be re-assessed in 3 months time, motion carried to perform a complete re-evaluation of the employee after the assessment period. Third motion carried to promote an employee to the next pay step. McKern abstained from voting on all three motions. Increases are covered in the 2018 budget.

General Discussion: none

Adjourn: 7:45 pm

Submitted by: Laurie Schultz, secretary