

KASSON PUBLIC LIBRARY (KPL) BOARD OF TRUSTEES MINUTES

Tuesday, February 14th, 2017, at 6:00pm in the Library

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

Absent: J. Wright

Visitors: Beverly Jorgenson

Amendments to the Agenda: None. Motion to approve by McKern, 2nd by Carlsen. Motion carried.

Minutes of January 12th, 2017, KPL Board Meeting: Motion to approve by Kamel, 2nd Schultz. All ayes.

Financial Reports/Payables: \$38,313.20 of the Otto Bremer Grant used to purchase 20 laptops, the Community Room smartboard and Chrome books. Remaining money to be used on furnishings for the Children's Area. Motion to approve by Carlsen, 2nd McKern. All ayes.

Monthly Reports/Receivables: In addition to the number of persons utilizing the Community Room, future statistics will also reflect the number of events. Motion to approve by Schultz, 2nd by Carlsen. All ayes.

Director's Report: Tiff reported the staff is nearly finished with inventory. Reading with Runner program on Monday nights is a huge success. The Coloring Club, which meets just prior to Reading with Runner, is also well attended by both adults and children. The KPL Volunteer program has logged 31 hours since January 1st, with more individuals expressing interest. The Summer Reading Program (SRP) has 3 Legacy Grant Days scheduled on Friday, and plans for 3 additional days (Community Hero Day, Health Awareness/Fitness Day, and Art's Birdhouse Day). Materials worth \$171 were recovered from a patron who was more than 40 days past due. Although the patron did not pay the outstanding fee, the materials were returned in good condition.

Committee Reports:

Library Building Report – Custom Construction & Design (CCD) considers all leaks to be fixed. Tiff expressed concern that the leak in the mechanical room may still exist and is monitoring the situation. One leak was caused by a rock puncturing the dome membrane, which had to be repaired. Since the damage was not caused by nature, it was not covered under warranty. In exchange for repairing the membrane, Tiff re-painted the damaged areas. Tiff attached rain gutter and down spouts to divert the water away from the delivery door entrance, where water was entering the building under the door. In the men's bathroom, a youth managed to dislodge a sink from the wall. Tiff reinforced all 4 bathroom sinks with front legs. The KPL building warranty ends on August 28th, 2017.

City Council – None

Friends of the Library – Will Lambert is the new president of Friends; John Talcott is the new secretary. Earlene King was awarded "Friend of the Year". Just over \$650 profit netted from the book sale. Correction to last month's report: a patron donated \$4,358.27 for the purchase of new large print books for KPL.

SELCO Board of Directors Meeting – Jorgenson reminded KPL to publish the required Legacy logo on all programs funded by a Legacy grant; penalty is being unable to apply for future grants for a period of 1 year. SELCO Board of Directors Meeting for 1st Quarter 2017 was held on January 31st. February 22nd is Library Legislative Day. SELCO will be visiting the legislature and encourages patrons to ask their congressmen to increase funding for libraries. Library Strategies is handling the search for an Executive Director. On January 31st, 6 candidates were interviewed via telephone and are in the process of being narrowed down. On March 6th, SELCO will meet and greet the final 2 candidates, with an offer to be made on March 8th. On May 1st, Ann Hutton will officially retire. See www.selco.info for detailed information.

Old Business: None.

New Business: After 1 month of additional hours, 80% of Saturday's patrons arrived between 10am-1pm, with only 20% from 1-3pm. Board would like to continue monitoring for a while to see if there's any improvement. The 2016 Annual State Report will be available for the next board meeting, to be submitted by April 1st. "Bookends", previously written by Friends, is going to be replaced with the monthly newsletter "Noteworthy" under the direction of Nancy Hackenmiller. "Noteworthy" will be published on the first Friday of the month.

Closed Session for Art Tiff, Director of KPL, Staff Evaluation. At 6:50pm, session was closed for evaluation. When session reopened at 7:05, motion was made by Kamel, 2nd by Carlsen to move Tiff from Grade 12/Step 5 to Grade 12/Step 6, increasing his pay from \$32.06 to \$33.10. Motion carried unanimously.

General Discussion: None

Adjourn: 7:17 pm

Submitted by: Laurie Schultz, secretary