

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

Thursday, January 12<sup>th</sup>, 2017, at 6:00pm in the Library

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

**Absent:** None

**Visitors:** None

**New Board Member and City Representative:** With City Council D. Buck moving to serve on the Kasson Park Board, Mayor Chris McKern to join the KPL Board of Trustees. McKern, representing the Kasson City Council, and Jon Wright were sworn into service to the KPL Board of Trustees with Kamel administering the oath. McKern was presented with a KPL library card.

**Amendments to the Agenda:** Tiff requested to add "12.5 Increase part-time hours". Motion to approve by Schultz, 2<sup>nd</sup> by Carlsen. Motion carried.

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

**Financial Reports/Payables:** New book cover machine with both hard and soft-cover capabilities was purchased with money from the Otto Bremer Foundation Grant. Motion by Kamel, 2<sup>nd</sup> Wright. All ayes.

**Monthly Reports/Receivables:** The Library Fund Balance for 2016 closed approx. \$10,000 higher than 2015. Quarterly payments from Dodge County will increase from \$13,600 to \$14,633.02 for 2017. Schultz requested information regarding grant money to be added. Motion to approve by Carlsen, 2<sup>nd</sup> by Wright. All ayes.

**Director's Report:** Tiff submitted an impressive "2016 in Review for KPL". Not enough data to fairly evaluate the new library hours. "Reading with Runner" program began on January 9<sup>th</sup> with 40 persons in attendance while not impacting regular library operation. Fox47 reported on the event, which was shared and positively broadcasted on Fox47, KTTC, and KAAL. Tiff requested the library close to the public on Friday, 1-20-17, from 12-6 for the staff to plan for the Summer Reading Program (SRP). Carlsen recommended closing 10-2, decided upon 8-12. Wright motioned to close KPL to the public from 8-12 on 1-20-17 for SRP planning. 2<sup>nd</sup> by Schultz. Motion carried.

### **Committee Reports:**

Library Building Report – There are now 3 unidentified leaks: electrical room (caused by rain), teen area and workroom (both caused by ice/snow melt). Tiff remains in contact with Architect L. Gray and Custom Construction & Design (CCD). Buildings like KPL have been successfully built in Canada; climate should not be an issue. Tiff is documenting the damage and taking pictures. McKern recommended Tiff record KPL hours spent handling clean-up, mold control, and communication as a negotiation tactic for compensation. McKern also requested clarification on the building warranty: 1 year from finish date? Or 1 year from being leak-free? Tiff to report back. CCD personnel was to arrive this week to investigate the leaks, but has not yet arrived. Superior Mechanical installed the new replacement switch for the HVAC unit on Jan 10<sup>th</sup>. City maintenance crews have been doing a great job with ice control in front of KPL. All subcontractors have been paid except one. Kasson/Mantorville VFW to donate a flagpole for outdoor flag display.

Friends of the Library – Tiff reported Friends of the Library may have found a president and the next book sale scheduled in 2 weeks. A patron donated \$4000 for the purchase of new large print books for KPL. Carlsen suggested contacting Prairie Meadows, the new Madonna Towers facility in Byron, and senior citizen groups in the area to promote the new large print books, as well as the reading-assist machine.

City Council and SELCO Board of Directors Update – None

**Old Business:** Shelving signage completed.

**New Business:** Tiff requested \$1,700 be transferred from the Library Fund to the Library Building Fund to cover the cost of the doors. Motion by McKern, 2<sup>nd</sup> by Wright. Motion carried. Tiff recommended updating the Community Room Policy to charge a fee of \$25 per meeting to for-profit groups. Motion by Kamel, 2<sup>nd</sup> by Schultz. All ayes. Tiff requested D. Buck and S. Joachim to participate in the Director's evaluation next month. Board agreed; no motion necessary. Tiff asked for a 7-hr/wk increase to N. Hackenmiller's part-time hours, totaling 29 hrs/wk, which is covered in the 2017 budget. Motion by Kamel, 2<sup>nd</sup> by Wright. Motion carried.

**Closed Session for Staff Evaluations Melanie Bersano & Kelly Bell.** When session reopened, motion was made by Wright, 2<sup>nd</sup> by Carlsen to move Bersano from Grade 3/Step 4 to Grade 3/Step 5, increasing her pay from \$16.48 to \$17.43. Motion carried. Motion by McKern, 2<sup>nd</sup> by Carlsen to move Bell from Grade 3/Step 3 to Grade 3/Step 5, increasing her pay from \$15.96 to \$17.43. Motion carried. Increases are covered in the 2017 budget.

**General Discussion:** None

**Adjourn:** 7:37 pm

**Submitted by:** Laurie Schultz, secretary