

KASSON PUBLIC LIBRARY (KPL) BOARD OF TRUSTEES MEETING MINUTES

Tuesday, July 11th, 2017, at 6:00pm in the Library

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

Absent: L. Carlsen (arrived at 6:02pm)

Visitors: Pat Shaffer-Gottschalk

Amendments to the Agenda: None. Motion to proceed by Wright, 2nd by McKern. Motion carried.

Minutes of June 13th, 2017, KPL Board Meeting: Carlsen identified a discrepancy between the meeting start time and her arrival time; meeting start time to be changed to 5:00pm. The transfer of \$2000 from 218 Books to 219 Audiovisual will go before the Kasson City Council. Motion to approve by McKern, 2nd Kamel. All ayes.

Financial Reports/Payables: Due to the 2016 reports accidentally being distributed, review of June 2017 financial reports sent via email on July 12th to be postponed until the August meeting.

Monthly Reports/Receivables: Historically high numbers recorded for checkouts (over 7200), patrons (over 4000) and fun Friday attendance (926). Motion to approve by Kamel, 2nd by Schultz. All ayes.

Director's Report:

- Shaffer-Gottschalk updated the board on the Summer Reading Program (SRP). Participation is at an all-time high. She will present statistics to the Kasson City Council once the program is completed.
- The SRP Garden Club, featuring Carla Webster as the master gardener, has been teaching children, planting vegetables in the garden, and beautifying the KPL grounds.
- The SRP Science Club has been experimenting and learning about STEM, including physics, chemistry, aerodynamics, sound, and urban planning.
- Shaffer-Gottschalk and Tiff spread mulch around the KPL grounds.
- The DCI featured a story about the KPL Crazy Quilt Club. Volunteering her time and talent without pay, Theresa Coleman has been instrumental in making this program a success.
- Superior visited KPL 3 times regarding a sweating vent pipe over the north ceiling. According to the architectural specs, the pipe was to be insulated, and yet, was not. Tiff has resent the specs to Superior and is awaiting their response. The pipe needs to be replaced with insulated pipe and then repainted at Superior's expense.

Committee Reports:

- McKern reported the City Council has scheduled a community meeting on July 25th from 6-7:30pm at the Kasson-Mantorville High School Commons, and encouraged all citizens to attend. The Comprehensive Plan will gather ideas and opinions from residents for Kasson's future growth and planning. If one cannot attend, <http://cityofkasson.com/kassonupward2040> contains a photo contest, online survey, and online community map where citizens can voice suggestions, ideas, and opinions.
- Friends of the Library and SELCO Board of Directors have no report.

Old Business: Training with Opportunity Services has been on hold due to the SRP. Tiff has 3 remaining appointments for blood evaluation due to the bite wound sustained on June 1st.

New Business:

- 3 of 5 employees have appealed their job description during the course of the pay study. Job description is being rewritten and the employees' pay grades are being re-evaluated. There is the potential of the 3 employees moving up on the pay grade. At this time, it is unknown how the changes will affect both pay grade and step.
- All new laptops and chrome books have arrived and are charging. A checkout policy is currently being drafted. Of libraries that have computers available to patrons, most do not allow patrons to remove the computers from the premises. KPL intends to allow patrons to assume liability and take the computers home just like a book. Mark Redfern has graciously volunteered his time and talent to help prepare the computers for checkout.

General Discussion: The old library site is now occupied by a thrift store.

Adjourn: 6:48 pm

Submitted by: Laurie Schultz, secretary