

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

Tuesday, December 11<sup>th</sup>, 2018, at 6:00pm in the Library

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

**Absent:** T. Kamel and J. Wright

**Visitors:** Pat Shaffer-Gottschalk

**Petitions to the Chair:** none

**Amendments to the Agenda:** none

**Minutes of the KPL Board Meeting:** Motion to approve by McKern, 2<sup>nd</sup> by Schultz. All ayes.

**Financial Reports/Payables:** Motion to approve by McKern, 2<sup>nd</sup> by Carlsen. All ayes.

**Monthly Reports/Receivables:** Motion to approve by McKern, 2<sup>nd</sup> by Carlsen. All ayes.

**Director's Report:** Pat Shaffer-Gottschalk informed the Board of her upcoming 6 week absence due to surgery and recovery. Surgery is scheduled for December 19<sup>th</sup>. Attendance was down for Christmas in Kasson, probably due to the weather. KPL staff decorated the library.

**Building Report:** After the heavy, wet snow sloughed off the dome, the roof flashing was ripped off and damaged due to faulty workmanship. Schwickert's repaired the damage and properly screwed the flashing down. No leakage was found. CC&D was contacted and billed. Charlie and his men have been doing a great job removing snow.

### **Committee Reports:**

- City Council: Budget discussions continue.
- Friends of the Library: no report
- SELCO Board of Director's Meeting: no report

**Old Business:** none

### **New Business:**

Tiff requested opening a temporary part-time position to help cover library staff absences due to surgery (6 weeks) and lower hours (approximately 90 hours) requested while her husband is serving our military. The funds are available from the difference in hours. Position will be for 10-15 hours per week for 6 weeks. McKern made the motion to approve; 2<sup>nd</sup> by Carlsen. All ayes.

**Closed Session for 2 Staff Evaluations:** Meeting closed from 6:30-6:45pm to evaluate 2 KPL employees. Motions carried unanimously to promote both employees to the next pay step.

**General Discussion:** Tiff presented 2 options for the parking lot expansion.

**Adjourn:** 6:50 pm

**Submitted by:** Laurie Schultz, acting chair and secretary