

KASSON PUBLIC LIBRARY (KPL) BOARD OF TRUSTEES MEETING MINUTES

Tuesday, April 9th, 2019, at 6:00pm in the Library

Present: Lisa Carlsen, Melissa Ferris, Tarik Kamel, Laurie Schultz and Art Tiff, Director

Absent: Jon Wright

Visitors: none

Petitions to the Chair: none

Amendments to the Agenda: Tiff requested to add "10.1.3 Job descriptions". Motion to approve by Schultz, 2nd by Kamel.

Minutes of the KPL Board Meeting: Motion to approve by Kamel, 2nd by Ferris. All ayes.

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

Monthly Reports/Receivables: Motion to approve by Schultz, 2nd by Ferris. All ayes.

Director's Report:

- KPL staff is working hard planning the Summer Reading Program. Unfortunately, the KAAL Weather Lab has scheduling conflicts. The Block Party is scheduled for June 6th.
- On April 4th, Tiff met with the Fire Chief and City Finance Director to discuss the policy and procedures for the Library Safe Shelter. In case of emergency, Nancy Hackenmiller will open the library within 15 minutes. The Knox box will be installed allowing access to police and fire crews.
- To celebrate National Library Week, a banner was hung and cookies made available to the patrons.

Building Report:

- Tiff is working on grant plans for the generator.
- After the snow melt and removal of sandbags, the service door is, once again, operational.
- On April 10th the City Council will discuss the parking lot (\$50,000) and drainage (\$10,000).
- Roof patches have held through the winter; no leaks thus far.

Committee Reports:

City Council: Ferris researched the cost benefit of utilizing a public library to achieve "1,000 Books Before Kindergarten" and the family savings ranged from \$6,840 (children's paperback) to \$18,680 (hardcover).

Friends of the Library: no report

SELCO Board of Director's Meeting: no report

Old Business: Tiff is trying to determine the best staffing option for KPL. Options include hiring 2 Library Assistants, or 1 Library Assistant and 1 Library Associate, or 1 Library Associate and 1 Library Page. The Library Associate and Library Page job descriptions would have to be created and approved by both the union and the City Council. Compared to the Library Assistant, the Library Associate would have additional technical knowledge, training, and programs while the Library Page would only work the circulation desk. Board recommended hiring 1 Library Assistant and 1 Library Associate. Schultz motioned to create the Library Associate job description in order to be presented to the City Council. 2nd by Ferris. Motion carried. Ferris will take the Library Associate job description to the City Administrator. Board recommended advertising for the Library Assistant position immediately.

New Business: Nancy Zaworski, City Finance Director and Laurie Cook, an engineer from Byron, will recommend generator specifics such as size, type, location. Generator will be paid for by a grant.

General Discussion: none

Adjourn: 7:20 pm

Submitted by: Laurie Schultz, secretary