

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

Tuesday, December 10<sup>th</sup>, 2019, at 6:00pm in the Library

**Present:** Lisa Carlsen, Melissa Ferris, Tarik Kamel, Laurie Schultz, Jon Wright and Pat Shaffer-Gottschalk, Interim Director

**Absent:** none

**Visitors:** Beverly Jorgenson, representing SELCO; John Talcott, representing Friends

**Petitions to the Chair:** none

**Amendments to Agenda:** Kamel motioned to add "11.3 Exempt Status for the Interim Director Position"; 2<sup>nd</sup> by Schultz. Motion carried. Motion by Schultz to add "11.4 Minutes of December 2<sup>nd</sup> Special Board Meeting" to the agenda; 2<sup>nd</sup> by Wright. All ayes.

**Minutes of the KPL Board Meeting:** Motion to approve by Wright, 2<sup>nd</sup> by Ferris. Motion carried.

**Financial Reports/Payables:** Motion to approve by Kamel, 2<sup>nd</sup> by Wright. Motion carried.

**Monthly Reports/Receivables:** KPL is now receiving more accurate counts for wireless access from SELCO. Staff is withdrawing obsolete or unusable DVDs. Motion to approve by Kamel, 2<sup>nd</sup> by Ferris. Motion carried.

### Director's Report:

- Pat has implemented a new daily staffing schedule in response to now having 4 KPL employees instead of 5. Maintaining high customer service with reduced staff, as well as preventing staff burnout, are the priorities.
- In the past, Art closed KPL 2x/wk with the rest of the staff closing 3x/wk. Pat will now close 4x/wk in order to maintain the previous schedule for the rest of the staff.
- While Pat is serving as Interim Director, only 1 staff member (versus 2) will be working the Saturday shift. Hopefully, volunteers will be available to shelve books from 10-noon.
- Pat verified the procedure for repairs as the following:
  1. Call Charlie, Kasson Public Works Director
  2. Call KPL Board Chairperson
  3. Director is authorized to order the repair up to approx. \$600. More expensive repairs need Board approval.
- Art extended thanks to the Friends for the Retirement Reception.
- KPL will have a drawing for an Erdman's gift card for Christmas in Kasson.
- Staff is focused on verifying customer procedures regarding fines, meeting rooms, and computers are consistent and fair. Currently, there is no official policy for the 3-D printer. In addition, the closets are being reorganized and becoming more functional.
- Libraries are advocates for the US Census process where citizens may opt to use the library address rather than their own.

### Building Report:

- Schwickerts installed the reinforced downspout on Dec 5<sup>th</sup>. Charlie will install the elbow and diversion pipes.
- Charlie began monitoring an intermittent leak in the water heater on Dec 4<sup>th</sup>. If necessary, Pat will contact either Advanced Plumbing or Zumbro Valley Plumbing.
- A regular patron requested the handicap door delay to be lengthened. Charlie will attempt adjusting the delay.
- Art installed the chair rail to protect the walls.
- Winter prep for the backdoor, a tarp with sandbags over the top, should happen soon.

### Committee Reports:

City Council: Ferris asked for KPL procedures for dealing with suspicious behavior in light of the level 3 sex offender moving into the Kasson area. In the past, KPL has received training from the KPD. There is an emergency button located under the circulation desk which calls 911. In the future, Board or KPL staff may look into applying for a grant for a 1-button lock down which would block entrance into the library from the lobby area.

Friends of the Library: Year-end meeting will occur next week; there are 6 new members. John volunteered to continue changing the KPL furnace filters.

SELCO Board of Director's Meeting: no report

**Old Business:**

- Refer to the Building Report for the update on the downspout installation and the winter prep for the backdoor.
- Reminder for the Holiday hours on Dec 24, 25, 31, and Jan 1.

**New Business:**

- Discussion ensued regarding exempt versus non-exempt status for the Interim Director position. Ferris will contact Melanie Leth regarding the legalities.
- Motion to approve the December 2<sup>nd</sup> Special KPL Board Meeting Minutes by Kamel; 2<sup>nd</sup> by Carlsen. All ayes.

**Closed Meeting for Staff Evaluation:** Meeting closed from 7-7:15pm for KPL staff evaluations. Motion to accept the staff evaluation for Kelly Bell by Schultz; 2<sup>nd</sup> by Kamel. Motion carried unanimously. Motion to move David Greenfield from probation to regular hire by Wright, 2<sup>nd</sup> by Ferris. All ayes.

**General Discussion:** none

**Adjourn:** 7:15pm

**Submitted by:** Laurie Schultz, secretary