

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

Tuesday, February 11<sup>th</sup>, 2020, at 6:03pm in the Library

**Present:** Lisa Carlsen, Melissa Ferris, Acting President Jon Wright and Director Pat Shaffer-Gottschalk

**Absent:** Laurie Schultz (arriving at 6:24) and Tarik Kamel

**Visitors:** Tim Ibsch, Kasson City Administrator; John Talcott, representing Friends; Beverly Jorgenson, SELCO

**Petitions to the Chair:** Pat introduced City Administrator Tim Ibsch to the Board.

**Amendments to Agenda:** none

**Minutes of the Jan 14<sup>th</sup> KPL Board Meeting:** Motion to approve by Carlsen, 2<sup>nd</sup> by Ferris. Motion carried.

**Minutes of the Jan 22<sup>nd</sup> KPL Special Board Meeting:** Motion to approve by Ferris, 2<sup>nd</sup> by Carlsen. Motion carried.

**Financial Reports/Payables:** Gale minutes are down considerably; need to watch. Rochester Public Library (RPL) is now offering an instant card for Overdrive. RPL also offers Gale minutes, but a regular RPL card is required to access. Motion to approve by Ferris, 2<sup>nd</sup> by Wright. Motion carried.

**Monthly Reports/Receivables:** Motion to approve by Wright, 2<sup>nd</sup> by Ferris. Motion carried.

### **Director's Report:**

- Ferris motioned to require Pat to use her remaining Circulation Technician comp time of 26.25 hours as vacation time within 6 months. Motion seconded by Wright. Motion carried.
- KPL received a \$2000 gift from Friends. Pat requested to designate the funds for SRP using the "Library Programs" line item. Special programming for SRP has been paid for by grant money, such as the MN Legacy Fund. Motion by Ferris, 2<sup>nd</sup> by Schultz. All ayes.

### **Building Report:**

- John Talcott installed wall support brackets for the computer pedestals.
- 3 CO<sub>2</sub> detectors were purchased and installed in the break room, work room, and community room.
- On Feb 10<sup>th</sup>, Bowman Door Solutions adjusted the handicap delay to 10 seconds, widened the swing to 90°, and installed additional safety features. The cost was \$255. Door will require periodic adjustments due to patrons holding the automatic door open for others.
- Due to the snowstorm, the vents for the air exchange unit were packed with snow and created negative pressure within the KPL dome. Pat was able to gain entry and unplug the unit, allowing it to thaw. Charlie then came and cleared the snow from the vents.
- The MN Energy bill skyrocketed from \$130 to \$616 in January. Pat contacted them and requested an investigation.

### **Noteworthy Items:**

- 2 authors were present for Blind Date with a Book on Feb 6<sup>th</sup>. It was attended by 40 patrons; concludes on Feb 27<sup>th</sup>.
- Friday staff meetings were added to plan SRP.
- 20-yr plan for KPL major expenses to be given to the city by Feb 15<sup>th</sup>.
- Mystery author Brian Freeman is set to visit KPL on May 12<sup>th</sup> at 7pm after the Board meeting.
- In addition to the \$2000 gift from Friends, KPL also accepted \$100 donation for building use and a \$20 memorial gift.

### **Committee Reports:**

City Council: City concerns covered under the Director's Report.

Friends of the Library: Annual Meeting was held on Feb 1<sup>st</sup>. \$2000 donated to KPL.

SELCO Board of Director's Meeting: Quarterly meeting was held on Jan 28<sup>th</sup>. Beverly announced Pat as the new KPL Director, thanked Donovan for his help during the hiring process, and advertised KPL's Blind Date with a Book. SELCO is undergoing a salary compensation study. KPL's SELCO membership has a \$7500 base fee based on population. The contract is publicly available on the SELCO website. SELCO is going to sell the artwork which came with the facility and purchase new artwork reflecting the purpose of SELCO. MN Library Legislative Day is on Mar 31<sup>st</sup>; library supporters are encouraged to talk with their legislators regarding the importance of libraries serving the public. Donovan celebrated 20 years with SELCO.

**Old Business:** Safety Inspection Follow-up – KPL is now in full compliance.

**New Business:** Pat presented 2 options for staffing. Schultz motioned to proceed with hiring a Grade 2 Library Aide; 2<sup>nd</sup> by Carlsen. Motion passed. Ferris motioned to proceed with hiring a Library Assistant contingent on the City being unable to define the Library Aide position and hire in a timely matter; 2<sup>nd</sup> by Schultz. Motion passed.

**General Discussion:** none

**Adjourn:** 7:05pm

**Respectfully submitted by:** Laurie Schultz, secretary