

KASSON PUBLIC LIBRARY (KPL) BOARD OF TRUSTEES MEETING MINUTES

Tuesday, January 12th, 2021, at 6:00pm in the Library

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

Absent: none

Visitors: none

Petitions to the Chair: none

Amendments to Agenda: Wright motioned to accept the agenda; 2nd by Kamel. Motion carried.

Minutes of the Dec KPL Board Meeting: Motion to approve by Wright, 2nd by Ferris. Motion carried.

Financial Reports/Payables: Motion to approve by Wright, 2nd by Schultz. Motion carried.

Monthly Reports/Receivables: Motion to approve by Schultz, 2nd by Wright. Motion carried.

Director's Report:

Library Activities:

- 105 "take & make" craft kits distributed in December.
- KPL 20-yr plan was updated.
- Pat attended 3 webinars: "Click & Collect", "Unconscious Bias", and "VISTA volunteers".
- Copy center service expanded to allow online requests.
- On Thurs, Jan 14th at 1pm, KPL will live-stream an interview with former Kasson resident and author Pernell Meier.
- Staff continues providing virtual and in-person programs:
 - New online storytime every Friday via YouTube.
 - Tutorial on making paper snowflakes.
 - Free "take & make" craft kits planned for January and February.
 - Book deliveries on 1st & 3rd Wednesdays to daycares, homebound, special needs and nursing home patrons.
 - Exam proctoring.

Looking Ahead:

- Partial library inventory (3-yr plan, 1/3 every year) scheduled for January 26-29th.
- Bi-annual fire alarm testing scheduled for January 13th.
- Virtual "Blind Date with a Book" being planned for February.
- Summer Reading Program planning occurs each Tuesday during staff meetings.
- State Report for libraries will be completed during February and March.

Policies Project

- 2nd reading for Collection Development and Internet Acceptable Use. 1st reading for Volunteers. All were motioned for approval by Wright; 2nd by Ferris. Motions carried.

Building Report

- A copy of the Kraus-Anderson assessment documenting 7 major corrections, including projected costs, was provided. On Fri, Dec 18th, Carlsen, Ferris, and Shaffer-Gottschalk, along with Public Works Director Charlie Bradford and City Administrator Tim Ibsch, met with Kraus-Anderson to begin discussions regarding which repairs the city might be qualified to undertake, as well as whether any other firm might be invited to bid on the outlined repairs. The City has another firm scheduled to look at the assessment. Due to the cost, much planning and strategizing is needed prior to moving forward.

Committee Reports:

City Council: none

Friends of the Library: none

SELCO Board of Director's Meeting: none

Old Business: Library policies for Collection Development and Internet Acceptable Use were both motioned for approval by Wright; 2nd by Ferris. Motion passed.

New Business: Initial policy for volunteers was reviewed. Wright motioned for approval; 2nd by Ferris. Motion passed.

Closed Meeting for Staff Evaluation: Meeting closed for staff evaluation. Ferris motioned to move Pat Shaffer-Gottschalk from step 2 to 3 pending completion of a satisfactory review; 2nd by Schultz. Motion carried unanimously.

General Discussion: none

Adjourn: 6:50pm

Respectfully submitted by: Laurie Schultz, secretary