

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

Tuesday, June 11<sup>th</sup>, 2019, at 6:00pm in the Library

**Present:** Lisa Carlsen, Mayor Chris McKern, President Tarik Kamel, Laurie Schultz, Jon Wright and Art Tiff, Director

**Absent:** Melissa Ferris (City Council represented by McKern)

**Visitors:** John Talcott, Friends of the Library; and Pat Schaffer-Gottschalk, SRP

**Petitions to the Chair:** none

**Amendments to the Agenda:** Tiff requested to add "5.1 SRP Update" and move "11.1 Approve Hiring of new Staff member" to 5.2. Motion to approve by Kamel, 2<sup>nd</sup> by Wright. All Ayes. Schultz requested to add "5.3 Hiring Procedure Clarification". Motion by Kamel, 2<sup>nd</sup> by Wright. All ayes.

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

**SRP Update:** To date, a total of 621 participants, with a noticeable increase in adult participation. Over 400 attended the Kick-Off Party and 98 attended the "Meet a Bagpiper!" Fun Friday event at KPL.

**Approve Hiring of New Staff:** David Greenfield was recommended for the position of Library Assistant. Motion to approve by Schultz, 2<sup>nd</sup> by Wright. All ayes. Upon approval of City Council, David will start on June 18<sup>th</sup>.

**Hiring Procedure Clarification:** With the hiring of new staff, it became evident that the KPL Board of Trustees Handbook is severely out of date and inaccurate. McKern briefly explained some of changes to the hiring procedure for KPL and recommended the Board of Trustees begin the process of updating and maintaining the handbook. (See below)

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

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

**Director's Report:** SRP update moved above.

**Building Report:** Due to the 3" hail storm on June 4<sup>th</sup>, Tiff reported some damage to the air conditioner cage. At this time, the condition of the roof membrane was unknown. The drain in the women's bathroom was plugged and fixed. The City of Kasson has tried power washing the KPL exterior with no success. Josh Fjerstad is going to try washing with special chemicals.

### **Committee Reports:**

City Council: City budget will be starting soon.

Friends of the Library: Donated \$1000 to charity for best-selling author William Kent Krueger to visit KPL on July 12<sup>th</sup>. Friends would like to sponsor several more author visits in the future. Donated a Cricut machine to KPL for public use in the Maker Space.

SELCO Board of Director's Meeting: no report

**Old Business:** none

**New Business:** The KPL Board of Trustees Handbook, approved in 1994, requires a complete overhaul. It is the Board of Trustees' responsibility to maintain the accuracy of the Handbook. Wright suggested updating a section at a time and approving the revised section at the following Board meeting. This should be a continuous process so that the job does not become overwhelming and the document is always up-to-date. 90% of the document follows MN State Statutes and should refer back to it. Employee contracts are rewritten every 2 years and the handbook should refer to the current bargaining unit. The Board will readdress the issue in August after the SRP has finished.

**General Discussion:** none

**Adjourn:** 7:02pm

**Submitted by:** Laurie Schultz, secretary