

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

Tuesday, June 8<sup>th</sup>, 2021, at 6:00pm in the Library

**Present:** Lisa Carlsen, Mel Ferris, Laurie Schultz, Jon Wright, and Director Pat Shaffer-Gottschalk

**Absent:** Tarik Kamel

**Visitors:** City Administrator Tim Ibsch

**Petitions to the Chair:** none

**Amendments to Agenda:** Laurie motioned to approve the agenda; 2<sup>nd</sup> by Mel. Motion carried.

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

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

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

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

#### Library Activities:

- Distributed 87 "Take & Make" craft kits in May.
- David Greenfield completed his 2<sup>nd</sup> year and had his annual evaluation on June 3<sup>rd</sup>.
- Library received \$1000 donation from D. Anderson for the Children's Area. It will be used for nonfiction books.
- Friends held a book give away on May 15<sup>th</sup>.
- Pat presented to the KM Lions Club in May.
- Staff continued providing monthly services:
  - Book deliveries on 1<sup>st</sup> & 3<sup>rd</sup> Wednesdays
  - Exam proctoring
  - Curbside checkout
  - Printing 2 Go service
- SRP began today with all outdoor activities. Featured events include the following:
  - Storytime in the Park twice a week at Veteran's Park
  - Weekly reading logs and prizes
  - Fun Fridays on the KPL lawn with slingshot snacks, chalk art, and book giveaways
  - Weekly craft kits to go

#### Restrictions/Capacity Limits Lifted: KPL is back to pre-COVID openness:

- Removed the plexiglass shield from the circulation desk
- Returned the workstations to the computer center
- Reopened the indoor book drop
- Restored the tables and chairs
- Returned the magazines for purchase
- Reopened the water fountain
- Discontinued item quarantine and reinstated overdue fines
- Reopened the Community Room
- Welcomed volunteers to return
- Once again accepting donated books and magazines
- Will wait to restore high textile activities, such as LEGO and puzzles

Policies Project: See Old Business

Building Report: Although 4-H initially contacted KPL to assist with the outside flower garden, there was no follow-up. Pat's husband completed the work. ICS assessed the wall structure and repair process on May 7<sup>th</sup> and will be presenting on June 9<sup>th</sup> to the Kasson City Council. The City expects to hire an architect by the end of July with bids starting mid-Sept and the work ending sometime in December.

**Committee Reports:**

City Council: see Building Report under the Director's Report

Friends of the Library: none

SELCO Board of Director's Meeting: none

**Old Business:** Motion to approve the KPL Mission Statement by Jon; 2<sup>nd</sup> by Laurie. Motion carried. The new Mission Statement is as follows:

Kasson Public Library encourages lifelong learning and exploration by developing meaningful relationships through programs, services, and community partnerships. We offer a welcome space to all for reading, learning, and meeting.

**New Business:** The initial KPL budget for 2022 is due to the City by the end of July. Pat presented a proposed 2022 budget with comparisons to the previous 3 budgets. Board discussed changes and agreed with Pat's assessment. May need to create a new line item for technology.

**Closed Session:** Meeting closed from 7-7:10 to review the annual evaluation for David Greenfield.

**General Discussion:** none

**Adjourn:** 7:10pm

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