

KASSON PUBLIC LIBRARY (KPL) BOARD OF TRUSTEES MEETING MINUTES

Tuesday, March 12th, 2019, at 6:00pm in the Library

Present: Melissa Ferris, Tarik Kamel, Jon Wright and Art Tiff, Director

Absent: Lisa Carlsen and Laurie Schultz

Installation of new Council Board Member: City Council Representative Melissa Ferris was installed as a KPL Board of Trustees member.

Visitors: none

Petitions to the Chair: none

Amendments to the Agenda: none

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

Financial Reports/Payables: Motion to approve by Kamel, 2nd by Wright. All ayes.

Meeting adjourned due to water. To be continued on March 18th.

Minutes by: Jon Wright

KASSON PUBLIC LIBRARY (KPL) BOARD OF TRUSTEES MEETING MINUTES (con't)

Monday, March 18th, 2019, at 6:00pm in the Library

Present: Melissa Ferris, Tarik Kamel, Laurie Schultz, Jon Wright and Art Tiff, Director

Absent: Lisa Carlsen

Visitors: none

Petitions to the Chair: none

Amendments to the Agenda: none

Monthly Reports/Receivables: Motion to approve by Wright, 2nd by Ferris. All ayes.

Director's Report: KPL received \$3241.11 from the Friends of KPL; \$2000 will go towards the SRP and the rest will be used for an indoor/outdoor sound system. Clarice Peterson is the KPL Friend of the Year. Board discussed the pros/cons of hiring full-time versus part-time and decided full-time would be in the best interest of the library. No motion necessary since money did not need to be allocated; ie discretion of the Library Director. KPL received \$222.02 from Erdman's receipt collection.

Building Report: After discussions with the City Administrator and Attorney, it was agreed to settle for a third of the cost of repairs from CCD. If the roof repair holds through spring, may not need to replace this summer. Board created a list of upcoming expenses and recommended that a line item be created in the budget for future building repairs. The list includes the following:

- Replace the flat roof
- Replace the dome roof (25 year life)
- Future expansion out the children's bump out
- Snake the septic drain (every year)
- Acquire the as-built blueprints (\$10,000)
- Expand the parking lot
- Resolve the water drainage/cement heaving problem

Motion by Wright, 2nd by Kamel. All ayes.

Last week was the first time the library experienced a power outage, providing an opportunity to successfully test the emergency lighting and create positive press for the city.

Committee Reports:

- City Council: no report
- Friends of the Library: no report
- SELCO Board of Director's Meeting: no report

Old Business: Tagen Boyd from Workforce Development Inc. joined the KPL staff for 3 months with no cost to the library. Tiff hopes to extend the employment beyond 3 months if possible.

New Business:

Board member proposed the library follow the school for weather closures for safety of patrons and employees.

Weather policy could then be posted during the winter hours. Employees would be required to use either comp time or vacation during the closures. Motion by Wright; 2nd by Kamel. Motion carried.

The annual report was sent to the state and copies were made available to the board.

The city engineer is reviewing the parking lot and water drainage. Every winter the water freezes, raising the sidewalk, blocking the service entrance door throughout the season. Money is required to fix the problem.

Kelly would like to stay at 32 hours.

General Discussion: none

Adjourn: 7:10 pm

Submitted by: Laurie Schultz, secretary