

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

Tuesday, May 12<sup>th</sup>, 2020, at 6:00pm in the Library

**Present:** Lisa Carlsen, Melissa Ferris, Pres. Tarik Kamel, Laurie Schultz, Jon Wright and Dir. Pat Shaffer-Gottschalk

**Absent:** none

**Visitors:** none

**Petitions to the Chair:** none

**Amendments to Agenda:** Motion to approve existing agenda by Schultz, 2<sup>nd</sup> by Wright. Motion carried.

**Minutes of the March 10<sup>th</sup> KPL Board Meeting and March 17<sup>th</sup> Special Board Meeting:** Motion to approve by Kamel, 2<sup>nd</sup> by Schultz. Motion carried.

**Financial Reports/Payables for March and April:** Motion to approve by Kamel, 2<sup>nd</sup> by Schultz. Motion carried.

**Monthly Reports/Receivables for March and April:** Motion to approve by Carlsen, 2<sup>nd</sup> by Ferris. Motion carried.

### Director's Report:

- On May 4<sup>th</sup>, Barbara Thompson began working as a Library Aide.
- Library services continued Mar 18-27 despite the doors being locked. All City staff received 80 hours of PTO Mar 30-Apr 10. Services resumed on Apr 13<sup>th</sup>. New dates for the SRP are Jun 1-Jul 31. All KPL in-house activities, including author visits, have been postponed for the time being.
- 3D printer is ready to be used for SRP. David will be utilizing it for the summer Tech Club.
- MakerSpace room is getting reorganized to allow for better usage.
- Librarians attended 4 different Webinars.
- Coordinating with the KM school lunch pick-up program, KPL provided book giveaways May 11-15 to KM students.
- KPL Employer Preparedness Plan and Phased Reopening Plan were created.

### Building Report:

- MN Energy incorrectly read the meters and has corrected the error.
- Roto-Rooter cleaned a sewage line back up on April 22<sup>nd</sup> and recommended regular cleanings every 6 months versus yearly.

### Summer Reading Program made available through generous community donations:

- Book Bug will make frequent advertised stops to hand out free books and prizes to area youth of all ages.
- Activity sheets will be stuffed into giveaway books.
- Scavenger Hunt throughout the city.
- "Where's Rocket?" will continue.
- Online and/or outdoor story times will be arranged.
- New this year: Online Tech Club using TinkerCad.

### Committee Reports:

City Council: City projects, including the KPL parking lot, are expected to be delayed indefinitely due to a decrease in expected tax revenue because of Covid-19. City expresses appreciation for KPL's continue service to the public throughout Covid-19.

Friends of the Library: none

SELCO Board of Director's Meeting: April minutes submitted via email due to Covid-19. Library Legislative day, March 31<sup>st</sup>, was canceled due to Covid-19. Adjustments to the salary grid have been proposed based on the Roo Solution compensation study. Several personnel policies were approved. FY2021 SELS and SELCO budgets were approved. Due to delivery being shut down for a period of time, the savings will be passed to school libraries and additional funds for the OverDrive collection.

**Old Business:** none

**New Business:** Schultz motioned to reappoint Beverly Jorgenson as the KPL SELCO representative; 2<sup>nd</sup> by Wright. Motion passed. Wright motioned to not renew KPL membership for Gale courses at this time; 2<sup>nd</sup> by Schultz. Motion passed. Pat will investigate possible cheaper alternatives to Gale such as Lynda, Mango, InfiniTech.

**General Discussion:** none

**Adjourn:** 7:18pm

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