

KASSON PUBLIC LIBRARY (KPL) BOARD OF TRUSTEES MEETING MINUTES

Tuesday, November 10th, 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: Pat requested adding "11.2 New Covid Guidance". Schultz motioned to accept the updated agenda; 2nd by Kamel. Motion carried.

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

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

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

Director's Report:

- KPL offered a variety of fall activities such as pumpkin decorating, costume contest, and scavenger hunt with 76 children participating.
- Pat attended 2 webinars: eBooksMN and cross-cultural appreciation.
- On Thurs, Nov 19th at 6pm, 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.
 - Hosted Laura MacKenzie on Nov 5th in a live program of Scottish music with 30 patrons attending.
 - Offered free "take & make" craft kits for Thanksgiving. More planned for future months.
 - Online Holiday Recipe Box program.
- Continuing to update Library Policies with 2 policies for review under New Business.
- On Sat, Oct 17th, Friends held a book giveaway outdoors with 83 patrons attending.
- Barb Thompson celebrated her 6th month anniversary on Nov 3rd and is eligible to be removed from probationary status.
- Dodge County 2021 quarterly allocation to KPL will increase from the current \$14,232.94 to \$14,774.80.
- KPL will be closed on Wed, Nov 11th, for Veteran's Day and Nov 26th-28th for Thanksgiving.

Building Report:

- Several representatives from Kraus-Anderson performed a thorough walkthrough on Oct 28th to assess physical issues facing the library. A comprehensive finding report will be submitted detailing the scope of work needed, as well as projected costs, by mid-Nov. Hopefully, this report will be available prior to the next City Council meeting.

Committee Reports:

City Council: Nov 18th is the final council meeting of the month.

Friends of the Library: none

SELCO Board of Director's Meeting: Due to weather, Beverly will report in December.

Old Business: Library policies for Inclement Weather and Patron Code of Conduct were both motioned for approval by Ferris and 2nd by Wright. Motion passed.

New Business: Initial policies for Meeting Room and Exam Proctoring were reviewed. Exam proctoring is a community need being fulfilled by KPL as adult distance learning continues to grow during Covid. Wright motioned for approval; 2nd by Ferris. Motion passed. New Covid guidance rules were proposed as a result of Gov. Walz's statements. The new regulations affect library book clubs meeting in-person (max 10 persons from 3 households). Pat is encouraging clubs to meet via Zoom with a minimum number of members meeting in-person. Motion for approval by Wright; 2nd by Schultz. Motion passed.

Closed Meeting for Staff Evaluation: Meeting closed from 6:40-6:45pm for staff evaluation. Ferris motioned to end the probationary status for Barbara Thompson; 2nd by Kamel. Motion carried unanimously.

General Discussion: none

Adjourn: 6:45pm

Respectfully submitted by: Laurie Schultz, secretary