

ESTHERVILLE PUBLIC LIBRARY BOARD MINUTES
Tuesday, December 3, 2019

The Estherville Public Library Board met in regular session at 5:30 p.m. on Tuesday, December 3rd, 2019. President Lili Jensen called the meeting to order. Other board members present were Kathy Knudson, Linda Wiegman, Molly Struve, and Joe Gregori. EPL Director Tena Hanson was present as well.

AGENDA: Kathy Knudson made a motion for approval of the agenda. The motion was seconded by Joe Gregori. No further discussion. Unanimously approved.

HIGHLIGHTS: Hanson shared notes regarding highlights from each area of the consent agenda for December. The minutes, bills, Director's report, and Circulation report were all detailed. Upcoming programs for December were featured, and other news (including updates on LED lighting conversion and the State Library's new courier service) was offered. Also the approval of temporary signage for the curbside pick-up parking spot was discussed.

CONSENT AGENDA: Joe Gregori made a motion for approval of the Consent Agenda, which included the Minutes of the November 5, 2019 meeting, the December 3, 2019 Bills, the December Director's Report, and the November Circulation Report. The motion was seconded by Molly Struve. No further discussion. Unanimously approved.

DISCUSSION OF ITEMS PULLED FROM CONSENT AGENDA: None.

PUBLIC COMMENTS: Board CE Reports: Nothing new since our last meeting.

BRAINSTORMING: None.

UNFINISHED BUSINESS:

1. Review draft updates to Community Room Policy and Application Form. The board once again reviewed the revised policy and application form with the changes discussed at the last meeting. Changes will go into effect January 1, 2020. A maximum capacity was set, "planning" was added to explain what was meant by "organizational" meetings, one bullet point was separated into two, and unnecessary wording was removed. Molly Struve made a motion to approve the draft with revisions, which Kathy Knudson seconded. There was no further discussion. Unanimously approved.

Due to time constraints, 3 items were tabled:

1. Review the Public Relations and Publicity Policy
2. Review the Displays, Exhibits, and Posters Policy
3. Consider items for public surplus auction

NEW BUSINESS:

1. Review Draft List of Closures for 2020. Hanson had prepared a list of both approved (paid) City holiday closures and suggested additional (unpaid) closures for the library. Among them were a suggested Saturday, July 4th closure and a 2:00 pm closure on December 24th. Kathy Knudson made a motion to approve the draft as presented. Joe Gregori seconded the motion. There was no further discussion. Unanimously approved.
2. Review 2020-2021 Draft Budget Request. Hanson went over both the projected year-end amount and the requested amount for the next fiscal year. Over all the EPL is requesting \$200 more in the new fiscal year from non-personnel / non-capital line items. Joe Gregori made a motion to

approve the draft budget request, which Kathy Knudson seconded. No further discussion. Unanimously approved.

3. Consider sources for HVAC project funding. Among our Capital Improvements request approved last month, the \$120,000 HVAC need was communicated by the city to Hanson as beyond what they could afford. Hanson explored breaking this project into smaller portions, but this would cost more and cause compatibility problems between components. We could spread it across two fiscal years, ordering parts at the end of one and installing them at the beginning of the next. As of the date of the meeting, the city's suggestion was to forego our painting projects, accept \$20,000 per year for two years towards the HVAC project, and either wait to complete the project until \$5,000 per year allocated toward it would add up to the right amount, or utilize the library's special (estate donation) funds towards it with the possibility of those funds being paid back over time. Board members were displeased to learn that no plans were in place to fund the library's facilities maintenance as there have been for other departments. City officials plan to correct this going forward. Kathy Knudson made a motion to ask Hanson to approach the County Supervisors for assistance through a Local Option Sales Tax request, postpone the paint project, accept the city's offer of \$20,000 per year over two years, and utilize special funds (with a stipulation that those be paid back over time) for any remaining expense. Molly Struve seconded the motion. No further discussion. Unanimously approved.

UPCOMING BUSINESS:

- Continual policy review

ADJOURNMENT: Molly Struve made a motion to adjourn at 6:40 PM, which Joe Gregori seconded. No further discussion. Unanimously approved.

Next meeting will be on Tuesday, January 7th, 2020, at 5:30 PM at the EPL Community Room.

Respectfully submitted, Linda Wiegman, Co-Secretary