

**ESTHERVILLE PUBLIC LIBRARY BOARD MINUTES**  
**Monday, November 5, 2019**

The Estherville Public Library Board met in regular session at 5:32 p.m. on Monday, November 5<sup>th</sup>, 2019. President Lili Jensen called the meeting to order. Other board members present were Kathy Knudson, Linda Wiegman, Stephanie Franzen Nelson, Kyle Steffen, 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 Stephanie Franzen Nelson. No further discussion. Unanimously approved.

**HIGHLIGHTS:** Hanson shared notes regarding highlights from each area of the consent agenda for November. The minutes, bills, Director's report, and Circulation report were all detailed. Upcoming programs for November were featured, and other news (including the annual report to the State Library) was offered.

**CONSENT AGENDA:** Joe Gregori made a motion for approval of the Consent Agenda, which included the Minutes of the October 8, 2019 meeting, the November 5, 2019 Bills, the November Director's Report, and the October Circulation Report. The motion was seconded by Kyle Steffen. No further discussion. Unanimously approved.

**DISCUSSION OF ITEMS PULLED FROM CONSENT AGENDA:** None.

**PUBLIC COMMENTS:** Board CE Reports: Lili Jensen shared about a one-hour session she attended which was put on by Scholastic and covered new titles for YA readers, and another one-hour session she attended face-to-face via the AEA covering "creation stations" (tools to help promote what libraries' offerings).

**BRAINSTORMING:** None.

**UNFINISHED BUSINESS:** 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 Capital Expenditures Request. Hanson had prepared information and gathered pricing for both Capital Outlay and Capital Improvements items for the coming year. The selected items were based on the library's 5-year capital expenditures plan. Kathy Knudson made a motion to approve the request as presented and turn it over to the city for consideration. Stephanie Franzen Nelson seconded the motion. There was no further discussion. Unanimously approved.
2. Review quotes for computer replacements. One of the two bids for computers was within \$177 of our budgeted amount, while the other was \$2,886 over. Joe Gregori made a motion to approve the quote from GCS Tech, which Kyle Steffen seconded. No further discussion. Unanimously approved.
3. Review draft updates to the Community Room Policy. Hanson has consulted with our city attorney, Jennifer Bennett Finn, regarding several aspects of the policy. Text related to the outcome of that consultation along with useful sections of policy borrowed from other libraries was presented for consideration. Those present instructed Hanson to refine it further, looking for redundancies and organizing each section. This was tabled to the December meeting.

**UPCOMING BUSINESS:**

- Continual policy review

**ADJOURNMENT:** Kyle Steffen made a motion to adjourn at 6:38 PM, which Kathy Knudson seconded. No further discussion. Unanimously approved.

**Next meeting will be on Tuesday, December 3<sup>rd</sup>, 2019, at 5:30 PM at the EPL Community Room.**

**Respectfully submitted, Linda Wiegman, Co-Secretary**