

**ESTHERVILLE PUBLIC LIBRARY BOARD MINUTES**  
**Tuesday, May 7, 2019**

The Estherville Public Library Board met in regular session at 5:30 p.m. on Tuesday, May 7<sup>th</sup>, 2019. Secretary Linda Wiegman called the meeting to order. Other board members present were Pablo Leal, Stephanie Franzen Nelson, and Joe Gregori. EPL Director Tena Hanson was present as well.

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

**HIGHLIGHTS:** Hanson shared notes regarding highlights from each area of the consent agenda. The minutes, bills, Director's report, and Circulation report were all detailed. Upcoming programs for May were featured, and other news was offered, including our selection as a recipient of an IEEE grant, and a new online library card application process we are trying out with a group of students before opening to the public.

**CONSENT AGENDA:** Stephanie Franzen Nelson made a motion for approval of the Consent Agenda, which included the Minutes of the April 2, 2018 meeting, the May 7, 2018 Bills, the May Director's Report, and the April Circulation Report. The motion was seconded by Pablo Leal. No further discussion. Unanimously approved.

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

**PUBLIC COMMENTS:** Linda has completed 12:26 minutes of a TED Talk on bringing books to life and designing libraries that make kids want to read. She also completed 15 minutes of research on the Omaha library and their "Do Space." Joe has watched a set of 7 compiled TED talks about libraries. Hanson reminded board members that they have until the end of June to complete the required equivalent of 3 50-minute segments of training.

Correspondence: A thank-you card from the family of Dean Lyon was passed around the table.

**BRAINSTORMING:** Hanson asked for more information on the charging station idea that was brought up at the last meeting. It was determined that this would be a good wish list item for those times when donors need project ideas, or when we receive undesignated funds.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:** Enrich Iowa for 2018-2019. We received \$2,596.28 in Direct State Aid this fiscal year. Our Apollo renewal cost \$2,384, which leaves \$212.28 remaining, which Hanson recommended be allocated toward the TechSoup MS Office software purchase (\$203), leaving \$9.28 to spent on non-print materials. Joe Gregori made a motion we allocate these funds as recommended, which Pablo Leal seconded. No further discussion. Unanimously approved.

Consider replacement computer quotes. Board members were presented with two bids – that of our current service provider and a local competitor. Stephanie Franzen Nelson made a motion that we accept the low bid, which Pablo Leal seconded. No further discussion. Unanimously approved.

Review draft updates to the Administration & Use Policy and corresponding new Borrowing Agreement. A new section of the existing Admin & Use policy was proposed to address the circulation of telescopes and STEM kits, as was a brand new Borrowing Agreement which will be customized to each item or kit. Board members were walked through the wording and standards within, and Joe

Gregori made a motion to approve these drafts as proposed. Pablo Leal seconded the motion. No further discussion. Unanimously approved.

**UPCOMING BUSINESS:**

- Consider policy on staff assistance to patrons
- Review Community Room Policy & Application Form

**ADJOURNMENT:** Pablo Leal made a motion to adjourn at 6:35 PM, which Joe Gregori seconded. No further discussion. Unanimously approved.

**Next meeting will be on Tuesday, June 4<sup>th</sup>, 2019, at 5:30 PM at the EPL Community Room.**

**Respectfully submitted, Stephanie Franzen Nelson, Co-Secretary**