

ESTHERVILLE PUBLIC LIBRARY BOARD MINUTES
Tuesday, March 5, 2019

The Estherville Public Library Board met in regular session at 5:37 p.m. on Tuesday, March 5th, 2019. President Lili Jensen called the meeting to order. Other board members present were Kathy Knudson, Linda Wiegman, Pablo Leal, 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 Joe Gregori. No further discussion. Unanimously approved.

HIGHLIGHTS: Hanson noted highlights from each area of the consent agenda. The minutes, bills, Director's report, and Circulation report were all detailed. Upcoming programs for March were featured, and other news was offered, including updates related to our recently-filled part-time positions.

CONSENT AGENDA: Joe Gregori made a motion for approval of the Consent Agenda, which included the Minutes of the February 5, 2018 meeting, the March 5, 2018 Bills, the March Director's Report, and the February Circulation Report. The motion was seconded by Kyle Steffen. No further discussion. Unanimously approved.

DISCUSSION OF ITEMS PULLED FROM CONSENT AGENDA: None.

PUBLIC COMMENTS: None.

BRAINSTORMING: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS: Consider 5-year Capital Expenditures Plan. This estimate of upcoming expenses was recently turned in to the city (the deadline was prior to the board meeting), and Hanson detailed the items and figures she used. Upcoming budgeted needs include LED lighting upgrades, duct cleaning, eliminating outdated computer software, regular replacement of office equipment, and a recommendation of a major HVAC upgrade. Board members reviewed the document and Hanson answered questions. No action was necessary.

Review updates to staff job descriptions. Board members reviewed the recommended updates to job descriptions for all staff positions with the exception of the Library Assistant position which had been addressed in recent months. This includes the Director, Assistant Director, Bilingual Librarian, Adult Librarian, and Children's Librarian job descriptions. Grammatical errors were corrected and updated phrasing was used. Mending of materials was removed from the Director's job description. Kathy Knudson made a motion to accept the updates as drafted, which Kyle Steffen seconded. No further discussion. Unanimously approved.

UPCOMING BUSINESS:

- Review Community Room Policy & Application Form
- Review Draft Circulation Policy for telescopes and STEM kits

ADJOURNMENT: Joe Gregori made a motion to adjourn at 6:10 PM, which Pablo Leal seconded. No further discussion. Unanimously approved.

Next meeting will be on Tuesday, April 2nd, 2019, at 5:30 PM at the EPL Community Room.

Respectfully submitted, Linda Wiegman, Co-Secretary