

ESTHERVILLE PUBLIC LIBRARY BOARD MINUTES
Tuesday, January 8, 2019

The Estherville Public Library Board met in regular session at 5:32 p.m. on Tuesday, January 8th, 2019. President Lili Jensen called the meeting to order. Other board members present were Kathy Knudson, Linda Wiegman, Molly Struve, Stephanie Franzen Nelson, Kyle Steffen, 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 Kathy Knudson. 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 January were featured, and other news was offered, including updates related to our open positions and the potential NASA @ My Library Patron Experience Pilot.

CONSENT AGENDA: Molly Struve made a motion for approval of the Consent Agenda, which included the Minutes of the December 4, 2018 meeting, the January 8, 2018 Bills, the January Director's Report, and the December Circulation Report. The motion was seconded by Linda Wiegman. No further discussion. Unanimously approved.

DISCUSSION OF ITEMS PULLED FROM CONSENT AGENDA: None.

PUBLIC COMMENTS: Stephanie Franzen Nelson has attended a continuing education seminar regarding the Critical Role Librarians Play in the Opioid Crisis via TED Talks.

The current Board Roster was passed around for updates and corrections.

BRAINSTORMING: Plans for next month's annual joint meeting with the County Supervisors were discussed.

UNFINISHED BUSINESS: None.

NEW BUSINESS: Consider Library Assistant Job Description. Hanson presented a draft based on the job descriptions of other current staff positions. Revisions to three sections were recommended and discussed. Kathy Knudson made a motion to approve the draft as corrected, which Kyle Steffen seconded. No further discussion. The motion was unanimously approved.

UPCOMING BUSINESS:

- Consider annual staff request to work past age 70
- Present Annual Report to Emmet County Supervisors
- Review Community Room Policy & Application Form
- Review Draft Circulation Policy for telescopes and STEM kits

ADJOURNMENT: Molly Struve made a motion to adjourn at 6:10 PM, which Kathy Knudson seconded. No further discussion. Unanimously approved.

Next meeting will be on Tuesday, February 5th, 2019, at 12:00 PM at Studio 12.

Respectfully submitted, Stephanie Franzen Nelson, Co-Secretary