

ESTHERVILLE PUBLIC LIBRARY BOARD MINUTES
Tuesday, September 1, 2020

This meeting was held at the City of Estherville Council Chambers and online via Zoom due to the library's limited opening related to the COVID-19 Pandemic since June 15th, 2020.

The address for the Council Chambers, and the link to the meeting was offered to the public on the agenda, which was posted on our front door and on our website.

The Estherville Public Library Board met in regular session at 5:30 p.m. on Tuesday, September 1st, 2020. Co-Secretary Linda Wiegman called the meeting to order via Zoom. Other board members present were Molly Struve (Zoom), Stephanie Franzen Nelson (in person), and Mark Gruwell (Zoom). EPL Director Tena Hanson and guest Alan Morphey were present as well.

AGENDA: Molly Struve made a motion for approval of the agenda. The motion was seconded by Mark Gruwell. No further discussion.

Roll Call Vote (yes or no):

Lili__ Kathy__ Linda_Y__ Pablo__ Molly_Y__ Stephanie_Y__ Kyle__ Joe__ Mark_Y__

HIGHLIGHTS: Hanson shared notes regarding highlights from each area of the consent agenda for September. The minutes, bills, Director's report, and Circulation report were all detailed. Upcoming programming for fall was discussed. Circulation for August was affected by the partial opening which began June 15th, but is respectable considering the circumstances. Hanson has billed contracting cities, and is working on the annual report, accreditation report, and also the new website.

DISCUSSION OF ITEMS PULLED FROM CONSENT AGENDA: None.

CONSENT AGENDA: Mark Gruwell made a motion for approval of the Consent Agenda, with amendments to the opening paragraph clarifying the phased re-opening status for the July and August minutes. This included the Minutes of the August 4, 2020 meeting, the September 1, 2020 Bills, the September Director's Report, and the August Circulation Report. The motion was seconded by Molly Struve. No further discussion.

Roll Call Vote (yes or no):

Lili__ Kathy__ Linda_Y__ Pablo__ Molly_Y__ Stephanie_Y__ Kyle__ Joe__ Mark_Y__

PUBLIC COMMENTS: No updates to Board CE hours at this time. Linda Wiegman commented that the library seems to be doing well despite the challenges of this year.

BRAINSTORMING: Update on facilities needs. Hanson apprised the board of a problem with the lower level carpeting which is being addressed. If further steps are needed, she will keep them updated.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

1. COVID-19 related considerations. Hanson asked the board if they had any questions regarding the handling of the current phase of our re-opening, or if they'd like to take another look at the plan. Those present concluded that no further action was necessary at this time.
2. Review Behavior Policy. Hanson offered one minor recommended change: add the phrase "or personal space" to the first item. Stephanie Franzen Nelson made a motion to approve the proposed update to the policy, which Molly Struve seconded. There was no further discussion.

Roll Call Vote (yes or no):

Lili___ Kathy___ Linda Y Pablo___ Molly Y Stephanie Y ~~Kyle~~___ Joe___ Mark Y

3. Review Confidentiality Policy. Hanson recommended one change, adding the word "Exceptions" before the first numbered list. Molly Struve made a motion to approve the policy with the recommended change, which Mark Gruwell seconded. No further discussion.

Roll Call Vote (yes or no):

Lili___ Kathy___ Linda Y Pablo___ Molly Y Stephanie Y ~~Kyle~~___ Joe___ Mark Y

4. Review Selection Policy. Hanson recommended that her job title be updated to simply "Director" in each place that it is listed. Also, that the words "if not resolved" be added to the closing paragraph. Mark Gruwell made a motion to approve the policy as amended. Linda Wiegman seconded the motion. No further discussion.

Roll Call Vote (yes or no):

Lili___ Kathy___ Linda Y Pablo___ Molly Y Stephanie Y ~~Kyle~~___ Joe___ Mark Y

5. Review De-Selection Policy. Hanson offered no recommendations of changes to this policy, though board members were invited to discuss anything they think should be altered. Molly Struve made a motion to approve the current policy with no changes, which Stephanie Franzen Nelson seconded. There was no further discussion.

Roll Call Vote (yes or no):

Lili___ Kathy___ Linda Y Pablo___ Molly Y Stephanie Y ~~Kyle~~___ Joe___ Mark Y

6. Review Tobacco-Free Nicotine-Free Policy. Hanson recommended striking the portions referring to grounds and vehicles, as neither of which are under the library's policy-making power. Mark Gruwell further recommended that the section titled "Fact and Purpose" be removed. Gruwell made a motion to strike the "Fact and Purpose" section, and also remove the portions referring to grounds and vehicles, which Stephanie Franzen Nelson seconded. There was no further discussion.

Roll Call Vote (yes or no):

Lili___ Kathy___ Linda Y Pablo___ Molly Y Stephanie Y ~~Kyle~~___ Joe___ Mark Y

UPCOMING BUSINESS:

- Continual policy review

ADJOURNMENT: Mark Gruwell made a motion to adjourn at 6:08 PM, which Molly Struve seconded. No further discussion.

Roll Call Vote (yes or no):

Lili___ Kathy___ Linda Y Pablo___ Molly Y Stephanie Y Kyle___ Joe___ Mark Y

Next meeting will be on Tuesday, October 6th, 2020, at 5:30 PM.

Respectfully submitted, Stephanie Franzen Nelson, Co-Secretary