

**ESTHERVILLE PUBLIC LIBRARY BOARD MINUTES**  
**Tuesday, March 3, 2020**

The Estherville Public Library Board met in regular session at 5:32 p.m. on Tuesday, March 3<sup>rd</sup>, 2020. President Lili Jensen called the meeting to order. Other board members present were Kathy Knudson, Pablo Leal, Joe Gregori, and Mark Gruwell. 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 shared notes regarding highlights from each area of the consent agenda for March. The minutes, bills, Director's report, and Circulation report were all detailed. Upcoming programs for March were featured. Circulation has increased from last year. So far, 76+ memberships have been taken in by the Friends of the Library. The Emergency Preparedness program will need to be rescheduled (date to be announced). The Curbside-to-Go service was just launched and is freely available to anyone who wishes to use it.

**CONSENT AGENDA:** Joe Gregori made a motion for approval of the Consent Agenda, which included the Minutes of the February 4, 2020 meeting, the March 3, 2020 Bills, the March Director's Report, and the February Circulation Report. The motion was seconded by Kathy Knudson. No further discussion. Unanimously approved.

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

**PUBLIC COMMENTS:** Recordings of recent online conference sessions are available and Hanson will send links to board members.

**BRAINSTORMING:** Plans for May 4<sup>th</sup> joint meeting with the City Council. We have tentatively scheduled a 5:30 pm meeting on Monday May 4<sup>th</sup> in lieu of the usual May 5<sup>th</sup> Library Board meeting. The annual report will be given along with a tour of the facility.

Lili Jensen mentioned a potential grant opportunity through an endowment fund maintained by Trinity Lutheran. She will give Hanson's contact information to the person in charge of applications.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

1. Sex Offender Policy. Hanson went over the Sex Offender policy, which was last reviewed in 2016. Kathy Knudson made a motion to approve the continuation of the policy with no changes. Pablo Leal seconded the motion. No further discussion. Motion carried with all members present voting aye.
2. Safe Child Policy. Hanson went over the Safe Child policy, which was last reviewed in 2016. Joe Gregori made a motion to approve the continuation of the policy with no changes. Kathy Knudson seconded the motion. No further discussion. Motion carried with all members present voting aye.
3. Consider discarded computer stations. In addition to the units scheduled for replacement which were previously approved for the city surplus auction or recycling, Hanson recommends downsizing the fleet by two additional outdated stations: the genealogy station and the 2011 laptop. Mark Gruwell made a motion to allow the auction or recycling of these two stations, which Joe Gregori seconded. No further discussion. Motion carried with all members present voting aye.

**UPCOMING BUSINESS:**

- Continual policy review

**ADJOURNMENT:** Kathy Knudson made a motion to adjourn at 5:58 PM, which Joe Gregori seconded. No further discussion. Unanimously approved.

**Next meeting will be on Tuesday, April 7<sup>th</sup>, 2020, at 5:30 PM at the EPL Community Room.**

**Respectfully submitted, Mark Gruwell, Acting Secretary**