

ESTHERVILLE PUBLIC LIBRARY BOARD MINUTES
Tuesday, June 4, 2019

The Estherville Public Library Board met in regular session at 5:35 p.m. on Tuesday, June 4th, 2019. President Lili Jensen called the meeting to order. Other board members present were Linda Wiegman, Pablo Leal, Molly Struve, Stephanie Franzen Nelson, Kyle Steffen, and Joe Gregori. EPL Director Tena Hanson was present as well.

AGENDA: Molly Struve made a motion for approval of the agenda. The motion was seconded by Stephanie Franzen Nelson. 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 June were featured, and other news was offered, including an IEEE grant update, an idea regarding an annual self-published author fair, and the hiring of Patricia Ramos for our janitorial position.

CONSENT AGENDA: Joe Gregori made a motion for approval of the Consent Agenda, which included the Minutes of the May 7, 2018 meeting, the June 4, 2018 Bills, the June Director's Report, and the May Circulation Report. The motion was seconded by Molly Struve. No further discussion. Unanimously approved.

DISCUSSION OF ITEMS PULLED FROM CONSENT AGENDA: None.

PUBLIC COMMENTS: Board CE updates were provided by Kyle Steffen & Pablo Leal (who worked together), Jeremiah Schacherer, Joe Gregori, and Linda Wiegman. Hanson offered to send links again via email.

BRAINSTORMING: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS: Director Evaluation. The form was completed by the board as a group, following Hanson's offer to waive her right to closed session. The overall rating selected was "Exceeds Expectations." Kyle Steffen made a motion to record this into the personnel files, which Pablo Leal seconded. No further discussion. Unanimously approved.

New Mediacom Contract. Board members were presented with two options for updated service combining our phone and internet through one provider, one of which allowed increased internet speed for approximately \$10 more per month than we are currently paying overall. Stephanie Franzen Nelson made a motion that we accept the bid including increased speed, which Pablo Leal seconded. No further discussion. Unanimously approved.

Consider policy on staff assistance to patrons. A new policy was proposed, based on those of other libraries, which would address the issue of how much staff time can be allowed assisting patrons with certain requests. The policy recognizes that library staff do not have specialized training in items such as tax preparation, etc., and that staff have other commitments. It offers guidance as to how staff can be of assistance when the requests of patrons go beyond what the library is able to provide. Joe Gregori made a motion to approve the draft as proposed. Molly Struve seconded the motion. No further discussion. Unanimously approved.

UPCOMING BUSINESS:

- Review Community Room Policy & Application Form

ADJOURNMENT: Kyle Steffen made a motion to adjourn at 6:30 PM, which Stephanie Franzen Nelson seconded. No further discussion. Unanimously approved.

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

Respectfully submitted, Linda Wiegman, Co-Secretary