

ESTHERVILLE PUBLIC LIBRARY BOARD MINUTES
Tuesday, October 6, 2020

*This meeting was held online via Zoom
due to the library's limited opening related to the COVID-19 Pandemic since June 15th, 2020.
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, October 6th, 2020. President Lili Jensen called the meeting to order via Zoom. Other board members present were Linda Wiegman (Zoom), Kathy Knudson (Zoom), Stephanie Franzen Nelson (Zoom), Alan Morphey (Zoom), and Mark Gruwell (Zoom). EPL Director Tena Hanson was present as well.

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

Roll Call Vote (yes or no):

Lili Y Kathy Y Linda Y Pablo Molly Stephanie Y Alan Y Joe Mark Y

HIGHLIGHTS: Hanson shared notes regarding highlights from each area of the consent agenda for October. The minutes, bills, Director's report, and Circulation report were all detailed. Upcoming programming for fall was discussed. Circulation for September was affected by the partial opening which began June 15th, but is respectable considering the circumstances. Hanson has received payment from all contracting cities, and continues to work 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. This included the Minutes of the September 1, 2020 meeting, the October 6, 2020 Bills, the October Director's Report, and the September Circulation Report. The motion was seconded by Linda Wiegman. No further discussion.

Roll Call Vote (yes or no):

Lili Y Kathy Y Linda Y Pablo Molly Stephanie Y Alan Y Joe Mark Y

PUBLIC COMMENTS: No updates to Board CE hours at this time.

BRAINSTORMING: Hanson provided board members with an update on the Williamson grant. The Community Foundation of Greater Atlanta recently reached out to let us know that they were prepared to review a letter of request. Due to a short turn-around time, Hanson requested funds for Phase I of the paint project, and also for the Imagination Library. Funds granted will be directed toward the Friends organization. Hanson will keep the board informed as she learns more.

Information about the Friends of the EPL's annual silent auction (this year with online bidding) was also provided.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

1. COVID-19-related considerations. No changes to the current plan were recommended at this time, and no action taken.
2. Review Janitorial Job Description. Hanson offered a draft job description for the EPL's janitorial position, which is now a staff position and not a contract position. Stephanie Franzen Nelson made a motion to approve the proposed updates to the policy, which Mark Gruwell seconded. There was no further discussion.

Roll Call Vote (yes or no):

Lili Y Kathy Y Linda Y Pablo Molly Stephanie Y Alan Y Joe Mark Y

3. Review Friends of the Library Policy. Hanson recommended no changes to this policy, and board members present did not find anything that needed to be updated. Kathy Knudson made a motion to approve the policy as it stands, which Stephanie Franzen Nelson seconded. No further discussion.

Roll Call Vote (yes or no):

Lili Y Kathy Y Linda Y Pablo Molly Stephanie Y Alan Y Joe Mark Y

4. Review Gifts & Memorials Policy. Updating the Director's title was the only recommended change. Stephanie Franzen Nelson made a motion to approve this policy as amended. Linda Wiegman seconded the motion. No further discussion.

Roll Call Vote (yes or no):

Lili Y Kathy Y Linda Y Pablo Molly Stephanie Y Alan Y Joe Mark Y

5. Review Group Study Room Policy. There were no recommended changes to the policy. Hanson shared that current capacity is less than what is listed here due to the need for social distancing, but the consensus was to address issues like this in an over-arching emergency policy instead of changing each individual policy. Kathy Knudson made a motion to approve the policy as it stands, which Mark Gruwell seconded. There was no further discussion.

Roll Call Vote (yes or no):

Lili Y Kathy Y Linda Y Pablo Molly Stephanie Y Alan Y Joe Mark Y

6. Review Sanborn Kafe Policy. There were no recommended changes to the policy. Hanson shared that current capacity is less than what is listed here due to the need for social distancing, but the consensus was to address issues like this in an over-arching emergency policy instead of changing each individual policy. Linda Wiegman made a motion to approve the policy as it stands, which Kathy Knudson seconded. There was no further discussion.

Roll Call Vote (yes or no):

Lili Y Kathy Y Linda Y Pablo Molly Stephanie Y Alan Y Joe Mark Y

UPCOMING BUSINESS:

- Continual policy review

ADJOURNMENT: Stephanie Franzen Nelson made a motion to adjourn at 5:55 PM, which Mark Gruwell seconded. No further discussion.

Roll Call Vote (yes or no):

Lili Y Kathy Y Linda Y Pablo Molly Stephanie Y Alan Y Joe Mark Y

Next meeting will be on Tuesday, November 3rd, 2020, at 5:30 PM via Zoom.

Respectfully submitted, Linda Wiegman, Co-Secretary