

**ESTHERVILLE PUBLIC LIBRARY BOARD MINUTES**  
**Tuesday, August 4, 2020**

*This meeting was held online due to the library's closure  
for the COVID-19 Pandemic since March 16<sup>th</sup>, 2020,  
and partial re-opening for limited services since June 15, 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, August 4<sup>th</sup>, 2020 with all those present attending via Zoom. President Lili Jensen called the meeting to order. Other board members present were Kathy Knudson, Linda Wiegman, Molly Struve, Stephanie Franzen Nelson, and Mark Gruwell. EPL Director Tena Hanson and guest Alan Morphew were present as well. Lili Jensen welcomed Morphew to the meeting and offered introductions, as he has applied to fill the vacancy left by Kyle Steffen who has taken a position in another school district.

**AGENDA:** Kathy Knudson 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 Y Kathy Y 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 August. The minutes, bills, Director's report, and Circulation report were all detailed. Upcoming programs for August are limited to the regular online events we've hosted each month (book club, D&D). Circulation for July was affected by the closure which began on March 16<sup>th</sup>, but reflects curbside and online services, in addition to in-person services which we began on June 15<sup>th</sup>. Not surprisingly, BRIDGES and RB Digital magazines stats are higher than usual. STEM kits from the month of July will continue to be distributed, as there were extras left over. The State is offering a new chat service called Bold360, which we will add to our website once available. This is free to us for two years.

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

**CONSENT AGENDA:** Molly Struve made a motion for approval of the Consent Agenda. This included the Minutes of the July 7, 2020 meeting, the August 4, 2020 Bills, the August Director's Report, and the July Circulation Report. The motion was seconded by Kathy Knudson. No further discussion.

Roll Call Vote (yes or no):

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

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

**BRAINSTORMING:** None.

**UNFINISHED BUSINESS:**

1. Consider renewing adoption of City Labor Agreement. The current version was provided in the board packets for review. As this is the city's current personnel policy, the library board must adopt it, reviewing it at least every three years to meet state standards. Mark Gruwell made a motion to adopt the City Labor Agreement, which Linda Wiegman seconded. No further discussion.

Roll Call Vote (yes or no):

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

### **NEW BUSINESS:**

1. Consider updates to phased re-opening plan. Hanson has met with the staff and brought a recommendation for an update to the current phase of the library's re-opening. Library visits and computer time could be expanded from 30 to 60 minutes per day, and the Group Study Room could be made available for up to two people at a time, during open hours. Also, in the next phase (which the EPL is not currently equipped to move into), Hanson recommended 15 people in the building at a time instead of a certain number per floor, making the tracking easier to manage. Also, when the lower level is opened, the Children's department could be opened from 1:00 pm to closing time each day, and the Sanborn Kafe could be opened for up to four people at one time, during open hours only. Stephanie Franzen Nelson made a motion to accept the recommended updates to the phased re-opening plan, which Kathy Knudson seconded. No further discussion.

Roll Call Vote (yes or no):

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

2. Review Volunteer Job Description. The updated document was not yet available, so this will be tabled to the next meeting.
3. Review Board Bylaws. Hanson recommended one change to the By-Laws reflecting our current slate of officers: remove the listing for a Co-VP and replace that with a Co-Secretary. Joe Gregori made a motion to approve the By-Laws with the recommended admendment. Linda Wiegman seconded the motion.

Roll Call Vote (yes or no):

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

4. Review Genealogy Policy. No changes were recommended, so no action was needed.
5. Review Payment of Dues Policy. No changes were recommended, and no action was needed.
6. Review Policy on Charges for Lost and Overdue Materials. No changes were recommended, and no action was needed.

### **UPCOMING BUSINESS:**

- Continual policy review

**ADJOURNMENT:** Joe Gregori made a motion to adjourn at 6:05 PM, which Stephanie Franzen Nelson seconded. No further discussion.

Roll Call Vote (yes or no):

Lili Y Kathy\_\_\_ Linda Y Pablo\_\_\_ Molly\_\_\_ Stephanie Y Kyle\_\_\_ Joe Y Mark Y

**Next meeting will be on Tuesday, September 1<sup>st</sup>, 2020, at 5:30 PM via Zoom.**

**Respectfully submitted, Linda Wiegman, Co-Secretary**