

**ESTHERVILLE PUBLIC LIBRARY BOARD MINUTES**  
**Tuesday, December 1, 2020**

*This meeting was held online via Zoom  
due to the library's curbside only service related to the COVID-19 Pandemic since June 15<sup>th</sup>, 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, December 1<sup>st</sup>, 2020. President Lili Jensen called the meeting to order via Zoom. Other board members present were Linda Wiegman (Zoom), Kathy Knudson (Zoom), Molly Struve (Zoom), Stephanie Franzen Nelson (Zoom), Alan Morphew (Zoom), and Mark Gruwell (Zoom). EPL Director Tena Hanson was present as well as Beth Burton, City Finance Director, both via Zoom.

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

Roll Call Vote (yes or no):

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

**HIGHLIGHTS:** Hanson shared notes regarding highlights from each area of the consent agenda for December. The minutes, bills, Director's report, and Circulation report were all detailed. Upcoming programming for winter was discussed. Circulation for November was affected by the move back to curbside-only services which began November 19<sup>th</sup>, but is respectable considering the circumstances. Hanson has conducted both public and stakeholder surveys, and went over that information with the board.

**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 November 3, 2020 meeting, the December 1, 2020 Bills, the December Director's Report, and the November 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 Y Stephanie Y Alan Y Joe     Mark Y

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

**BRAINSTORMING:** Hanson asked board members for input regarding the annual joint meeting with the County Supervisors, which would normally take place in February and include a meal. The consensus was that food service was not a priority, under the circumstances, but that we could offer a Noon Zoom meeting as an opportunity to share our annual report with them.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

1. COVID-19-related considerations. Discussion took place regarding the current curbside-only service model, and virus activity in the county. No action was taken.
2. Treasury Note. Beth Burton offered information about a treasury note that is due for renewal by December 3<sup>rd</sup>, and gave interest rate information for board review. Linda Wiegman made a motion to renew the note for one year, which Kathy Knudson seconded. There was no further discussion.

Roll Call Vote (yes or no):

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

3. Review Draft Budget Request for 2021-2022. Hanson presented a recommended draft and explained any changes to the projected year-end and proposed budget for the new fiscal year. Stephanie Franzen Nelson made a motion to approve the draft as presented, which Kathy Knudson seconded. No further discussion.

Roll Call Vote (yes or no):

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

4. Review Community Service Policy. Recommended updates to the policy were reviewed by board members. Mark Gruwell made a motion to approve the policy as amended, which Kathy Knudson seconded. No further discussion.

Roll Call Vote (yes or no):

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

5. Review Library Assistant Job Description. Grammatical changes were recommended. Linda Wiegman made a motion to approve this policy as amended. Molly Struve seconded the motion. No further discussion.

Roll Call Vote (yes or no):

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

**UPCOMING BUSINESS:**

- Review draft list of closed dates for 2021
- Review draft updates to Strategic Plan
- Review draft updates to Emergency Policy

**ADJOURNMENT:** Kathy Knudson made a motion to adjourn at 6:15 PM, which Molly Struve seconded. No further discussion.

Roll Call Vote (yes or no):

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

**Next meeting will be on Tuesday, January 5<sup>th</sup>, 2021, at 5:30 PM via Zoom.**

**Respectfully submitted, Stephanie Franzen Nelson, Co-Secretary**