

**ESTHERVILLE PUBLIC LIBRARY BOARD MINUTES**  
**Tuesday, January 5, 2021**

*This meeting was held online via Zoom*

*due to the library's curbside only service related to the COVID-19 Pandemic since November 19<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, January 5<sup>th</sup>, 2021. Vice President Linda Wiegman called the meeting to order via Zoom. Other board members present were Pablo Leal (Zoom), Stephanie Franzen Nelson (Zoom), Alan Morphew (Zoom), Joe Gregori (Zoom), and Mark Gruwell (Zoom). EPL Director Tena Hanson was present as well, also via Zoom.

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

Roll Call Vote (yes or no):

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

**HIGHLIGHTS:** Hanson shared notes regarding highlights from each area of the consent agenda for January. The minutes, bills, Director's report, and Circulation report were all detailed. Upcoming programming for winter was discussed. Circulation for December was affected by the move back to curbside-only services which began November 19<sup>th</sup>, but is respectable considering the circumstances. Hanson also provided updates on the Williamson grant and new website.

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

**CONSENT AGENDA:** Joe Gregori made a motion for approval of the Consent Agenda. This included the Minutes of the December 1, 2020 meeting, the January 5, 2021 Bills, the January Director's Report, and the December Circulation Report. The motion was seconded by Pablo Leal. No further discussion.

Roll Call Vote (yes or no):

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

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

**BRAINSTORMING:** Hanson asked board members to review the draft annual report to the County Supervisors, which will be given at next month's meeting.

**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. Review Contract Janitorial Services MOU. Hanson shared the attorney-reviewed draft document that would allow the EPL to move back to contracted janitorial services. Joe Gregori made a motion to to approve the document as presented, which Alan Morphew seconded. There was no further discussion.

Roll Call Vote (yes or no):

Lili\_\_\_ Kathy\_\_\_ Linda\_Y\_\_\_Pablo\_Y\_\_\_ Molly\_\_\_ Stephanie\_Y\_\_\_ Alan\_Y\_\_\_ Joe\_Y\_\_\_ Mark\_Y\_\_\_

3. Review Draft List of Closed Dates for 2021. Hanson presented a recommended draft and explained which dates are approved / paid city holidays and which are customary unpaid closures for the EPL. Stephanie Franzen Nelson made a motion to approve the draft as presented, which Joe Gregori seconded. No further discussion.

Roll Call Vote (yes or no):

Lili\_\_\_ Kathy\_\_\_ Linda\_Y\_\_\_Pablo\_Y\_\_\_ Molly\_\_\_ Stephanie\_Y\_\_\_ Alan\_Y\_\_\_ Joe\_Y\_\_\_ Mark\_Y\_\_\_

4. Review Draft Updates to Strategic Plan. Recommended updates to the Strategic Plan were shared by Hanson. These are based on current survey data and corresponding state requirements. Joe Gregori made a motion to approve the plan as updated, which Stephanie Franzen Nelson seconded. No further discussion.

Roll Call Vote (yes or no):

Lili\_\_\_ Kathy\_\_\_ Linda\_Y\_\_\_Pablo\_Y\_\_\_ Molly\_\_\_ Stephanie\_Y\_\_\_ Alan\_Y\_\_\_ Joe\_Y\_\_\_ Mark\_Y\_\_\_

5. Review Draft Updates to Emergency Policy. Grammatical changes, points of clarification, and a section on Pandemics were recommended as updates. Mark Gruwell made a motion to approve this policy as amended. Pablo Leal seconded the motion. No further discussion.

Roll Call Vote (yes or no):

Lili\_\_\_ Kathy\_\_\_ Linda\_Y\_\_\_Pablo\_Y\_\_\_ Molly\_\_\_ Stephanie\_Y\_\_\_ Alan\_Y\_\_\_ Joe\_Y\_\_\_ Mark\_Y\_\_\_

#### **UPCOMING BUSINESS:**

- Annual Report to the County Supervisors

**ADJOURNMENT:** Joe Gregori made a motion to adjourn at 6:10 PM, which Stephanie Franzen Nelson seconded. No further discussion.

Roll Call Vote (yes or no):

Lili\_\_\_ Kathy\_\_\_ Linda\_Y\_\_\_Pablo\_Y\_\_\_ Molly\_\_\_ Stephanie\_Y\_\_\_ Alan\_Y\_\_\_ Joe\_Y\_\_\_ Mark\_Y\_\_\_

**Next meeting will be on Tuesday, February 2<sup>nd</sup>, 2021, at 12:00 PM via Zoom.**

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