

ESTHERVILLE PUBLIC LIBRARY BOARD MINUTES
Tuesday, November 3, 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 5:31 p.m. on Tuesday, November 3rd, 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 Morpew (Zoom), Joe Gregori (Zoom), and Mark Gruwell (Zoom). EPL Director Tena Hanson was present as well.

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 Alan Y Joe Y Mark Y

HIGHLIGHTS: Hanson shared notes regarding highlights from each area of the consent agenda for November. The minutes, bills, Director's report, and Circulation report were all detailed. Upcoming programming for fall was discussed. Circulation for October was affected by the partial opening which began June 15th, but is respectable considering the circumstances. Hanson has completed the annual report to the state, and went over that with the board. Pandemic-related changes to statistics were noted, as was the new section of reporting having to do with that situation.

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 October 6, 2020 meeting, the November 3, 2020 Bills, the November Director's Report, and the October Circulation Report. The motion was seconded by Stephanie Franzen Nelson. No further discussion.

Roll Call Vote (yes or no):

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

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

BRAINSTORMING: Hanson provided board members with an update on the Friends of the Library's Silent Auction, which is currently open through November 19th.

Information was shared regarding two surveys that will be put out in order to inform an update to the EPL's three-year strategic plan. One survey will go out to the general public, and another to community stakeholders. Both will run for two weeks and the information will be compiled for review at the December board meeting.

Information about this year's capital requests for the city's budget planning process was shared by Hanson. The EPL will be following the previously-produced multi-year plan with the exception of the HVAC project's second phase, and also reducing the fleet of computers by four.

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 Public Use Computer Policy. Hanson offered draft updates to the policy which included grammatical changes, removal of pricing information, and removal of information which does not apply. Mark Gruwell made a motion to approve the proposed updates to the policy, which Molly Struve 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 Y Mark Y

3. Review ADA Compliance Checklist. This is the second time our board has reviewed a section of the ADA Compliance Checklist in conjunction with the renewal of accreditation. Each time a new section will be explored until all are completed. Hanson has gone through the 32-page document and completed all applicable assessments and measurements, sharing those with the board. No action is necessary so long as the review is noted in our minutes.
4. Review Staff Dress Code Policy. No changes were recommended, as the policy was first implemented three years ago and seems to be working well. Kathy Knudson made a motion to approve this policy as it stands. Joe Gregori 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 Y Mark Y

5. Review Policy on Services to Schools, Specialized Groups, Story Time and Outreach. Recommended updates included points of clarification related to instances where the policy refers to the public library (as opposed to one of the school libraries), removing scheduling information, and improvements to the clarification of the wording. Molly Struve made a motion to approve the policy as amended, 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 Y Mark Y

UPCOMING BUSINESS:

- Continual policy review
- Approve draft budget request for 2021-2022

ADJOURNMENT: Joe Gregori made a motion to adjourn at 6:14 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 Y Mark Y

Next meeting will be on Tuesday, December 1st, 2020, at 5:30 PM via Zoom.

Respectfully submitted, Linda Wiegman, Co-Secretary