

**ESTHERVILLE PUBLIC LIBRARY BOARD MINUTES**  
**Tuesday, February 2, 2021**

*This meeting was held online via Zoom due to the library's closure to inside visits 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 12:00 p.m. on Tuesday, February 2<sup>nd</sup>, 2021. President Lili Jensen called the meeting to order via Zoom. Other board members present were Linda Wiegman (Zoom), Molly Struve (Zoom), Alan Morpew (Zoom), and Mark Gruwell (Zoom). Also present as a group joining via Zoom were the County Supervisors (Tim Schumacher, Lisa Hansen, Jeff Quastad, Todd Glasnapp, and John Pluth) and Auditor Amy Sathoff. EPL Director Tena Hanson was present as well.

**AGENDA:** Molly Struve 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     Linda Y Pablo     Molly Y Stephanie     Alan Y Joe     Mark Y

**HIGHLIGHTS:** Hanson shared notes regarding highlights from each area of the consent agenda for February. The minutes, bills, Director's report, and Circulation report were all detailed. Upcoming programming for winter was discussed. Circulation for January was affected by the curbside only service which began November 19<sup>th</sup>, but is respectable considering the circumstances. Hanson reported on the interior paint progress, new website release, and conclusion of the accreditation report to the state.

**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 January 5, 2021 meeting, the February 2, 2021 Bills, the February Director's Report, and the January Circulation Report. The motion was seconded by Molly Struve. No further discussion.

Roll Call Vote (yes or no):

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

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

Schumacher inquired as to whether the library received any CARES Act funding. Hanson explained that while the EPL did not directly receive funding, we did receive kits of COVID supplies purchased by the State Library with these funds, along with information and support.

**BRAINSTORMING:** Schumacher thanked Hanson for curbside delivery of books. Hanson explained that our library had only been closed entirely for one week at the outset of the pandemic, and has provided curbside and sometimes inside services ever since.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

1. Annual Report to the County Supervisors. Hanson offered a review of the provided report, detailing that Emmet County had risen from last place in the state for cents-per-thousand library support to the most recent report of 92<sup>nd</sup> place. She shared the proportion of funding to usage, went over programming statistics and changes to reporting procedures. Our curbside service was implemented roughly 6 weeks prior to the onset of the pandemic in our area, so we were well prepared for that. Usage of the library was reported, along with discussion about physical vs. digital formats. Our library has participated in meetings with other libraries throughout the corridor regarding grant funding for wireless internet hot spots. Hanson answered questions about each area of the report.
2. Tour new EPL website. Hanson shared her screen to show the features of the new website, sponsored by LSTA funding through the State Library. The new site offers a more clean look, easy navigation, a chat feature, calendar, and more. Online services were featured.
3. COVID-19-related considerations. Hanson shared the current CDC numbers for Emmet County vs. those at our last two previous board meetings. Due to the decline in positive cases from over 20% at our January meeting to under 3% in February, Hanson asked if the board felt that moving back to our previous re-opening phase was feasible. Molly Struve made a motion for the library to return to Phase IV.a (main floor services only / 10-person limit, masks required, etc.). Mark Gruwell seconded the motion. Discussion: Struve inquired whether there had previously been any difficulty keeping it under 10 people in the building with the hour-long limit. Hanson replied that we had not had to turn anyone away, as some complete their business rapidly and leave. Morphew asked how other libraries are handling this currently. Hanson detailed what she new of those in the area, and stated that she'd seen more across the state beginning to re-open with limitations. No further discussion.

Roll Call Vote (yes or no):

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

4. Consider Janitorial Services Proposals. Hanson reported that there are currently no complete proposals to review, but that interest had begun within the past week.
  
5. Consider 12/31/2021 closure for the New Year's holiday. Due to the fact that New Year's Day 2022 falls on a Saturday, the Friday prior will be the city's paid holiday for staff. Hanson asked that the board approve closure as a paid holiday on 12/31, and an unpaid holiday closure on January 1. Molly Struve made a motion to approve the closure on both 12/31 and 1/1, which Mark Gruwell seconded. No further discussion.

Roll Call Vote (yes or no):

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

**UPCOMING BUSINESS:**

- Continual policy review

**ADJOURNMENT:** Linda Wiegman made a motion to adjourn at 12:48 PM, which Molly Struve seconded. No further discussion.

Roll Call Vote (yes or no):

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

**Next meeting will be on Tuesday, March 2, 2021, at 5:30 PM via Zoom.**

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