

**ESTHERVILLE PUBLIC LIBRARY BOARD MINUTES**  
**Tuesday, April 6, 2021**

*This meeting was held online via Zoom due to the library's precautions related to the COVID-19 Pandemic since March, 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, April 6<sup>th</sup>, 2021. President Lili Jensen called the meeting to order via Zoom. Other board members present were Kathy Knudson (Zoom), Stephanie Franzen Nelson (Zoom), Alan Morphey (Zoom), Joe Gregori (Zoom), and Mark Gruwell (Zoom). Also present was EPL Director Tena Hanson (Zoom).

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

Roll Call Vote (yes or no):

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

**HIGHLIGHTS:** Hanson shared notes regarding highlights from each area of the consent agenda for April. The minutes, bills, Director's report, and Circulation report were all detailed. Upcoming programming was discussed. Circulation for March reflects one year of pandemic-affected statistics. Hanson reported on recent grants and donations including progress on Williamson-funded projects, an application we have pending with Trinity Lutheran, and an anonymous donation to the Friends group this month for \$37,000 towards the Community Room project.

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

**CONSENT AGENDA:** Kathy Knudson made a motion for approval of the Consent Agenda. This included the Minutes of the March 2, 2021 meeting, the April 6, 2021 Bills, the April Director's Report, and the March Circulation Report. The motion was seconded by Mark Gruwell. No further discussion.

Roll Call Vote (yes or no):

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

**PUBLIC COMMENTS:** Joe Gregori attended two sessions from Big Talk for Small Libraries: one was a 19-minute session called "Small Libraries Big Dreams," and the other, "I See a Library," was about visual impairment, and was 56 minutes long. Lili Jensen attended a 1-hour

session on copyright in libraries that focused on new concerns such as online copyright issues we must be aware of as more programming moves this direction.

**BRAINSTORMING:** Board members present discussed updating operating hours once the library is able to be fully open again. This will be addressed at a future meeting.

Board members present discussed the recent controversy over six Dr. Seuss titles that have ceased publication. Hanson used this opportunity to review the procedures that take place when an item is challenged. Currently the EPL has received no challenges, though the six titles have been pulled due to theft risk.

**UNFINISHED BUSINESS:** None.

1. Wireless Hot Spots (update). Hanson shared a comparison chart detailing features of each vendor in our area that offers hot spots. She shared a plan to open this up for an “adopt-a-hotspot” donation program once a vendor and price point is selected. This will happen through the Friends group, so no board action is necessary.
2. Consider contract janitorial services proposals. No applications or bids have been turned in. Hanson suggested that we continue with our temporary arrangements and cease advertising until a change in the schedule is necessary, when this could be addressed once again. No action necessary.

**NEW BUSINESS:**

1. COVID-19-related considerations. Hanson shared the current CDC numbers for Emmet County vs. those at our last two previous board meetings (currently Emmet County is at 7.24%). She and the staff would like to plan for opening the Children’s Department for browsing, 1:00pm-close on weekdays, bringing the full children’s collection back to one location. Board members present were comfortable with that so long as plexiglass was in place and the positivity rate stays below 10%. No action necessary.
2. Consider HVAC Project Proposals. Three contractors responded to our request for proposals. Comfortec declined to bid as this is a commercial job. Midwestern Mechanical bid \$134,725 on the base project and \$32,950 on the humidifier (excluding electrical, concrete, fencing, and a list of other items). Swift Air bid \$88,412 on the base project, \$22,139.28 on the humidifier, \$8,000 on electrical, and \$1,950 on concrete (excluding fencing). Kathy Knudson made a motion to award the bid to Swift Air, which was seconded by Joe Gregori. No further discussion.

Roll Call Vote (yes or no):

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

3. Digital Newspaper Project. Hanson presented a quote for digitizing the microfilm that would address a long list of gaps in our collection. Staff member Mark Nauss has spent a great deal of time documenting these gaps and finding the microfilm pages that would fill them, documenting each of these carefully. Board members present commended his efforts. Mark Gruwell made a motion to move forward with the quote, which Kathy Knudson seconded. No further discussion.

Roll Call Vote (yes or no):

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

#### **UPCOMING BUSINESS:**

- Continual policy review

**ADJOURNMENT:** Joe Gregori made a motion to adjourn at 6:31 PM, which Mark Gruwell seconded. No further discussion.

Roll Call Vote (yes or no):

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

**Next meeting will be on Tuesday, May 4, 2021, at 5:30 PM via Zoom.**

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