

ESTHERVILLE PUBLIC LIBRARY BOARD MINUTES
Tuesday, August 3, 2021

*This meeting was held both in person at the EPL Community Room and online via Zoom.
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 5:34 p.m. on Tuesday, August 3rd, 2021. President Lili Jensen called the meeting to order. Other board members present were Kathy Knudson (in person), Linda Wiegman (Zoom), Stephanie Franzen Nelson (Zoom), Alan Morphew (Zoom), Joe Gregori (Zoom), and Mark Gruwell (in person). Also present was EPL Director Tena Sunde (in person).

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 Stephanie Y Alan Y Joe Y Mark Y

HIGHLIGHTS: Sunde shared notes regarding highlights from each area of the consent agenda for August. The minutes, bills, Director’s report, and Circulation report were all detailed. Upcoming programming was discussed. Circulation for July was reviewed, with last year’s statistics reflecting the first full month of limited inside service, while this year’s reflects full service inside or curbside. Sunde reported on registration-to-date for the Imagination Library, which currently stands at 106 children county-wide. Sunde also offered updates on the Hotspot project, the cement pad placement for the HVAC project, necessary sewer line repair and replacement, and hiring for the open part time position.

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 July 6th, 2021 meeting, the August 3rd Bills, the August Director’s Report, and the July Circulation Report. The motion was seconded by Kathy Knudson. No further discussion.

Roll Call Vote (yes or no):

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

PUBLIC COMMENTS: No new continuing education sessions were reported, and no public comments were made.

BRAINSTORMING: Those present shared names of candidates who might fill the board’s vacant position. Sunde reminded the group that requirements included residency within city limits, and gender balance (this time we would need a male candidate). Interested persons would need to complete an application which would be forwarded to the Mayor for appointment and

then approved by the City Council. Sunde will follow up making contact with the board's suggestions.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

1. COVID-19-related considerations. Sunde shared the current CDC numbers for Emmet County (currently at 10.87%), and reminded those present of current efforts towards additional sanitation and reduction of crowding. Masking is currently listed as "recommended, not required." Alan Morphew made a motion that we return to requiring masks, citing concerns over the new variant and the vulnerability of children to this variant. This motion died for lack of a second, as members present expressed concern over how to enforce such a change in the current climate. Kathy Knudson made a motion to leave the mask rule as-is for the time being, until we receive further information from the governor and/or CDC. Stephanie Franzen Nelson seconded this motion. No further discussion.

Roll Call Vote (yes or no):

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

2. Consider adding a Hotspot Lending Policy. Sunde presented the board with a draft policy and borrowing agreement based upon the one used for telescopes and STEM kits, and presented the board with some options. Members present agreed that taking a deposit was not necessary, and that drop box returns were permissible if it was made clear that the pieces needed to be secured within the sealed case. Mark Gruwell made a motion to adopt the policy / borrowing agreement with these stipulations, which was seconded by Joe Gregori. No further discussion.

Roll Call Vote (yes or no):

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

3. Consider updating the physical requirements on staff job descriptions. Sunde pointed out the weight lifting expectation listed in the present job description, and suggested a change from 40# to 20#, citing the fact that library staff have a choice regarding how many items they lift / push / pull at one time. This would move all staff positions (excluding custodial) to a Level 2 instead of a Level 3 when considering pre-employment physicals. Stephanie Franzen Nelson made a motion to change all job staff job descriptions from 40# to 20#, which was seconded by Mark Gruwell. Discussion: Gruwell asserted that this change is necessary to prevent gender preferences in hiring.

Roll Call Vote (yes or no):

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

UPCOMING BUSINESS:

ADJOURNMENT: Kathy Knudson made a motion to adjourn at 6:34 PM, which Joe Gregori seconded. No further discussion.

Roll Call Vote (yes or no):

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

Next meeting will be on Tuesday, September 7, 2021, at 5:30 PM via Zoom or in-person.

Respectfully submitted, Linda Wiegman, Co-Secretary