

ESTHERVILLE PUBLIC LIBRARY BOARD MINUTES
Tuesday, October 5, 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 5:33 p.m. on Tuesday, October 5th, 2021. Vice President Kathy Knudson called the meeting to order (in person). Other board members present were Linda Wiegman (Zoom), Molly Struve (Zoom), Stephanie Franzen Nelson (Zoom), Alan Morphew (Zoom), Joe Gregori (Zoom) and Mark Gruwell (Zoom). Also present was EPL Director Tena Sunde (in person).

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

Roll Call Vote (yes or no):

Lili___ Kathy_Y_Linda_Y_Matt_Y_Molly_Y_ Stephanie_Y_ Alan_Y_ Joe_Y_ Mark_Y_

HIGHLIGHTS: Sunde shared notes regarding highlights from each area of the consent agenda for October. The minutes of the September meeting, bills, Director's report, and Circulation report were all detailed. Upcoming programming was discussed. Circulation for September was reviewed, with this year 300 items ahead of last year. Sunde reported on registration-to-date for the Imagination Library, which currently stands at 126 children county-wide. Wallingford's service contract has been signed. Sunde also offered updates on the HVAC project, sewer line repair and replacement, and Staff Development Day planned for October 12th.

DISCUSSION OF ITEMS PULLED FROM CONSENT AGENDA: None.

CONSENT AGENDA: Matt Strom made a motion for approval of the Consent Agenda. This included the Minutes of the September 7th meeting, the October 5th Bills, the October Director's Report, and the September Circulation Report. The motion was seconded by Stephanie Franzen Nelson. No further discussion.

Roll Call Vote (yes or no):

Lili___ Kathy_Y_Linda_Y_Matt_Y_Molly_Y_ Stephanie_Y_ Alan_Y_ Joe_Y_ Mark_Y_

PUBLIC COMMENTS: No additional CE sessions have been attended, and no other public comments were made.

BRAINSTORMING: Sunde shared an update on the Friends of the Library's annual Silent Auction Fundraiser. This will take place November 1-18 with items on display in the library and bidding taking place online. Proceeds will go toward converting fabric furnishings to wipeable surfaces, and also toward the Hot Spot project.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

1. COVID-19-related considerations. Sunde shared the current CDC numbers for Emmet County (currently at 16.32%), and reminded those present of current efforts towards additional sanitation and reduction of crowding. Masking is currently listed as required. No further changes were requested by staff at this time. No action was taken.

Mark Gruwell had to leave to attend another meeting.

2. Consider November 27 closure due to short staffing. Sunde shared that the Saturday of Thanksgiving weekend she is the only staff member available to work. Because this is a holiday weekend and other city offices will be closed, she recommended the library do the same. Joe Gregori made a motion to close the library on November 27th, which was seconded by Molly Struve. No further discussion.

Roll Call Vote (yes or no):

Lili___ Kathy_Y Linda_Y Matt_Y Molly_Y Stephanie_Y Alan_Y Joe_Y Mark___

3. Consider Dropbox quote. Sunde presented the board with information regarding the way in which staff have been accomplishing file sharing and storage, and recommended that this be moved to a professional account instead of continuing under a personal account. Pricing for a 7-member staff was quoted at \$1,050 per year if paid in full. Sunde will seek alternative services and come back with more information at the next meeting. No action was taken.

UPCOMING BUSINESS: Policy review will resume after the first of the year. The next couple of months will include capital expenditures and budget requests.

ADJOURNMENT: Stephanie Franzen Nelson made a motion to adjourn at 6:08 PM, which Joe Gregori seconded. No further discussion.

Roll Call Vote (yes or no):

Lili___ Kathy_Y Linda_Y Matt_Y Molly_Y Stephanie_Y Alan_Y Joe_Y Mark___

Next meeting will be on Tuesday, November 2, 2021, at 5:30 PM via Zoom or in-person.

Respectfully submitted, Linda Wiegman, Co-Secretary