

ESTHERVILLE PUBLIC LIBRARY BOARD MINUTES
Tuesday, March 1, 2022

*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 5:30 p.m. on Tuesday, March 1st, 2022. Vice President Kathy Knudson called the meeting to order (in person). Other board members present were Linda Wiegman (Zoom), Alan Morphew (Zoom), Joe Gregori (Zoom), and Mark Gruwell (Zoom). Also present was EPL Director Tena Sunde (Zoom).

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

Roll Call Vote (yes or no):

Lili___ Kathy_Y_Linda_Y_Matt___ Molly___ Stephanie___ Alan_Y___ Joe_Y___ Mark_Y___

HIGHLIGHTS: Sunde shared notes regarding highlights from each area of the consent agenda for March. The minutes of the February 1 regular meeting and February 22 special meeting, bills, Director's report, and Circulation report were all detailed. Suggested revisions to the February 22nd minutes were sent to the board via email in advance of the meeting by Morphew. An update was offered regarding the 2022 membership drive for the Friends. Upcoming programming was discussed. Circulation for February was reviewed, with physical circulation about 200 higher than this point last year, showing improvements in every area except digital downloads and curbside delivery. Inter-Library loan activity is roughly double this point last year. Our contract cleaning position remains open.

DISCUSSION OF ITEMS PULLED FROM CONSENT AGENDA: None.

CONSENT AGENDA: Mark Gruwell made a motion for approval of the Consent Agenda, including revisions suggested to the February 22 special meeting minutes. This included the Minutes of the February 1 and February 22 meetings, the March 1st Bills, the March Director's Report, and the February Circulation Report. The motion was seconded by Joe Gregori. No further discussion.

Roll Call Vote (yes or no):

Lili___ Kathy_Y_Linda_Y_Matt___ Molly___ Stephanie___ Alan_Y___ Joe_Y___ Mark_Y___

PUBLIC COMMENTS: Board CE Reports: nothing further at this time.

BRAINSTORMING: Sunde shared preliminary plans and a timeline for work FEH architects have planned for the community room renovation. The Friends Board, who is funding the project, will approve action items as needed, and the Library Board will be kept informed and invited to give input. Of the two floor plans presented, the Library Board agreed with the

Friends Board about the placement and size of the kitchen. A bid is set to be chosen at the Friends' July meeting and construction is planned to start November 1st.

UNFINISHED BUSINESS:

NEW BUSINESS:

1. COVID-19-related considerations. No further business at this time.
2. Consider equipment for auction / recycling. Sunde presented a chart detailing which old computer equipment was left in storage, which were no longer functioning, and which were set to be replaced this fiscal year and next. She also shared how many are currently in use on each floor, and plans going forward. Mark Gruwell made a motion to proceed with sending these units to auction, and to send those not functioning straight for recycling. The motion was seconded by Linda Wiegman. No further discussion.

Roll Call Vote (yes or no):

Lili___ Kathy_Y_Linda_Y_Matt___ Molly___ Stephanie___ Alan_Y___ Joe_Y___ Mark_Y___

UPCOMING BUSINESS: Review quotes for computer replacements.

ADJOURNMENT: Joe Gregori made a motion to adjourn at 6:00 PM, which Mark Gruwell seconded. No further discussion.

Roll Call Vote (yes or no):

Lili___ Kathy_Y_Linda_Y_Matt___ Molly___ Stephanie___ Alan_Y___ Joe_Y___ Mark_Y___

Next meeting will be on Tuesday, April 5, 2022, at 5:30 PM via Zoom or in-person.

Respectfully submitted, Linda Wiegman, Co-Secretary