

ESTHERVILLE PUBLIC LIBRARY BOARD MINUTES
Tuesday, December 7, 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 5:30 p.m. on Tuesday, December 7th, 2021. President Lili Jensen called the meeting to order (in person). Other board members present were Linda Wiegman (Zoom), Matt Strom (Zoom), Molly Struve (Zoom), Alan Morphew (Zoom), and Mark Gruwell (Zoom). Also present was City Finance Director Beth Burton and EPL Director Tena Sunde (in person).

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

Roll Call Vote (yes or no):

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

HIGHLIGHTS: Sunde shared notes regarding highlights from each area of the consent agenda for November. The minutes of the November meeting, bills, Director's report, and Circulation report were all detailed. Upcoming programming was discussed. Circulation for November was reviewed, with physical circulation slightly higher than this point last year, and improvements in the children's materials. Inter-Library loan activity is picking up now that it is both free and delivered twice a week. Family kits have been popular in November, and there will be another in December. Sunde and Children's Librarian Paula Spoo have been meeting with representatives of the ISU Extension to plan upcoming partnerships. The sewer line repair is working through the approval process now that we've learned our line is a candidate for re-lining as opposed to full replacement. Jeff Kautz of the Wastewater Department has been instrumental in assisting with this project.

DISCUSSION OF ITEMS PULLED FROM CONSENT AGENDA: None.

CONSENT AGENDA: Molly Struve made a motion for approval of the Consent Agenda. This included the Minutes of the November 2nd meeting, the December 7th Bills, the December Director's Report, and the November Circulation Report. The motion was seconded by Mark Gruwell. No further discussion.

Roll Call Vote (yes or no):

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

PUBLIC COMMENTS: Board CE Reports: nothing further at this time. No other public comments.

BRAINSTORMING: The 2022 joint meeting with the County Supervisors was discussed. The first Tuesday in February is February 1. In years past we've had a soup luncheon. Last year the meeting was held via Zoom. This year the consensus was to use Zoom once again.

UNFINISHED BUSINESS:

1. Consider cloud storage options. Sunde has downloaded and tested the trial version of Sync, which is priced at \$420 annually for the number of staff present at the library, while Dropbox would be \$1,260. Matt Strom made a motion to move forward with Sync as our cloud storage solution, which Mark Gruwell seconded. No further discussion.

Roll Call Vote (yes or no):

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

NEW BUSINESS:

1. T-Note Renewal. Beth Burton presented options for a Treasury Note that matures on 12/31/2021 in the amount of \$20,000. Her recommendation was one year at .09%. Molly Struve made a motion to renew for one year at .09%, which Matt Strom seconded. No further discussion.

Roll Call Vote (yes or no):

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

2. COVID-19-related considerations. Sunde shared the current CDC numbers for Emmet County (currently at 13.59%), and reminded those present of current efforts towards additional sanitation and reduction of crowding. Masking is currently listed as required. Sunde shared that around 90 people attended TubaChristmas, and that all accepted the masks she handed out at the door. Musicians of course could not wear theirs while playing. She asked the board's preference regarding future community events, and the consensus was that an informal email poll would work well. No action was taken.
3. Consider draft budget and salary scale revision request for 2022-2023. Sunde presented a draft proposal line by line, and explained variations. Overall this request is \$7,450 less than the current year's budget. A revised salary matrix was also presented. Sunde had worked with City Administrator Clayton on the draft, and the city's Finance Committee changed it further. Sunde explained each proposed pay grade and the reasons for the update, and Burton added information. Lili Jensen added that the director's salary needs to be considered for increases in the future to stay competitive. Alan Morphew made a motion to approve the drafts as presented, which was seconded by Molly Struve. No further discussion.

Roll Call Vote (yes or no):

Lili_Y__ Kathy__Linda_Y_Matt_Y_ Molly_Y__ Stephanie__ Alan_Y__ Joe__ Mark_Y__

UPCOMING BUSINESS: Consider draft list of closures for 2022.

ADJOURNMENT: Molly Struve made a motion to adjourn at 6:25 PM, which Matt Strom seconded. No further discussion.

Roll Call Vote (yes or no):

Lili_Y__ Kathy__Linda_Y_Matt_Y_ Molly_Y__ Stephanie__ Alan_Y__ Joe__ Mark_Y__

Next meeting will be on Tuesday, January 2, 2022, at 5:30 PM via Zoom or in-person.

Respectfully submitted, Linda Wiegman, Co-Secretary