

ESTHERVILLE PUBLIC LIBRARY BOARD MINUTES
Tuesday, April 5, 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, April 5th, 2022. President Lili Jensen called the meeting to order (in person). Other board members present were Kathy Knudson (Zoom), Linda Wiegman (Zoom), Molly Struve (Zoom), Stephanie Franzen Nelson (Zoom), Alan Morphew (Zoom), and Mark Gruwell (Zoom). Also present was EPL Director Tena Sunde (Zoom).

AGENDA: Molly Struve 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 Y Matt Molly Y Stephanie Y Alan Y Joe Mark Y

HIGHLIGHTS: Sunde shared notes regarding highlights from each area of the consent agenda for April. The minutes of the March 1 regular meeting, bills, Director's report, and Circulation report were all detailed. An update was offered regarding the 2022 membership drive for the Friends. Upcoming programming was discussed. Circulation for March was reviewed, with physical circulation about 300 higher than this point last year, showing improvements in almost every area.

Sunde also noted that our April 18th tour with the City Council has been moved up to 4:30 pm. Updates were given regarding the Imagination Library (now 155 children enrolled), our new janitorial contractor, our completed sewer lining project, our now-permanent curbside service sign, and the new procedure for discarded computers. Our spring summit for area library directors was a resounding success and will be replicated by other libraries in the future. The HVAC project is set to begin as soon as weather and availability of contractors come together. Conversion of chair backs and seats to wood will be postponed to the new fiscal year due to contractor availability, and the community room project continues as planned, with the Friends board meeting Thursday evening to discuss next steps.

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 March 1 meeting, the April 5th Bills, the April Director's Report, and the March Circulation Report. The motion was seconded by Alan Morphew. No further discussion.

Roll Call Vote (yes or no):

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

PUBLIC COMMENTS: Struve reported that the Imagination Library has wonderful books that come in the mail which her daughter has enjoyed.

Sunde reported that a patron whose two small children participate in the Imagination Library called after watching the mailman bend and break their board book putting it into the mailbox. While there are no extras ordered within the program for this sort of loss, our area representative mailed the family a copy of the same title from her office collection as a replacement. It was noted that we've had a positive experience working with the Foundation.

Board CE Reports: nothing further at this time.

BRAINSTORMING: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

1. COVID-19-related considerations. No further business at this time.
2. Internet Service Provider. Pricing for Estherville Communications' new fiber service was presented and Sunde provided an update regarding the process of preventing the Mediacom contract from automatically renewing. Pricing between these vendors will be virtually identical for the services we need, and they are able to set up our service five days prior to our end date with Mediacom so that we can ensure all is in order. No action necessary.
3. Consider quotes for computer equipment. Sunde presented quotes from Smart Technology Team Solutions and GCS Tech, and a chart showing price comparisons and the budgeted amount for the 4 stations we need to purchase this fiscal year. Mark Gruwell abstained from both discussion and voting due to his interest in Smart Technology Team Solutions. Due to volatile pricing at the current time, both bids take us over budget for this item, and we've identified a line item that can carry the overage so we can maintain our plan for computer replacements. Linda Wiegman made a motion to purchase the four stations from Smart Technology Team Solutions, which Stephanie Franzen Nelson seconded. Discussion was held regarding the virtues of purchasing in-town. Those present wished to provide business to a local vendor, even if they were not the low bidder, so long as the difference was not more than would allow the board to be fiscally responsible.

At some point prior to this vote Kathy Knudson's internet failed and she lost connection to the meeting.

Roll Call Vote (yes or no):

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

4. Consider options for Direct State Aid funding. This year the EPL was provided with \$2,423.53 in Direct State Aid funding. As always, our annual circulation software fee is supported by these funds, and that totaled \$2,300, leaving \$123.53 left to expend. Sunde recommended this amount go toward non-print materials, but deferred to the board's judgement. Molly Struve made a motion that the remaining funds be earmarked for non-print materials, which Stephanie Franzen Nelson seconded. No further discussion.

Roll Call Vote (yes or no):

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

UPCOMING BUSINESS:

ADJOURNMENT: Mark Gruwell made a motion to adjourn at 6:04 PM, which Molly Struve seconded. No further discussion.

Roll Call Vote (yes or no):

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

Next meeting will be on Tuesday, May 3, 2022, at 5:30 PM via Zoom or in-person.

Respectfully submitted, Linda Wiegman, Co-Secretary