

ESTHERVILLE PUBLIC LIBRARY BOARD MINUTES
Tuesday, May 3, 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, May 3rd, 2022. President Lili Jensen called the meeting to order (in person). Other board members present were Linda Wiegman (Zoom), Matt Strom (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 Y Kathy Linda Y Matt Y Molly Stephanie Alan Y Joe Y Mark Y

HIGHLIGHTS: Sunde shared notes regarding highlights from each area of the consent agenda for May. The minutes of the April 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 April was reviewed, with physical circulation more than 500 higher than this point last year, showing improvements in almost every area, with a decrease in digital downloads. The tour with the City Council went well, though the newspaper misquoted several items. The Imagination Library project is now at 160 children, and Sunde explained about the Home Base Socialization group that visited recently. HVAC updates begin tomorrow. Duct cleaning, approved for the 2019-2020 fiscal year and postponed, will be considered at the June 2nd Finance Committee meeting, if Sunde can find at least a second quote. Swift Air will honor their original pricing, but we need competitive bids.

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 April 5 meeting, the May 3rd Bills, the May Director's Report, and the April Circulation Report. The motion was seconded by Joe Gregori. No further discussion.

Roll Call Vote (yes or no):

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

PUBLIC COMMENTS: Board CE Reports: Sunde updated what she'd received from members since the last meeting.

BRAINSTORMING: Quantity of chairs. There are 16 left for conversion from fabric to wood, and we have enough funds in the budget for 13. Board members present were fine with disposing of the final 3 as we'd previously discussed downsizing.

Meteorite resurfacing. We've gained permission from the Chamber to send our slice out for polishing, while another piece from the university will be here on loan. Morphew asked about whether our piece was insured. Sunde will check with the city about that.

HVAC project impact on patrons. In addition to being without climate control for the duration of the project, large pieces from our mechanical room will be going in and out the main entry. The plan is to remain open, but Sunde asked the board's thoughts about temporarily moving to curbside only if sharing the entry became dangerous. Those present were comfortable with her making this decision, if needed.

Microsoft Office purchase. Tech Soup is no longer able to assist public libraries in a non-profit discount on Microsoft products. Now, the only option is to work with Microsoft for Non-profits and the only software available is Microsoft Office 365 (not Standard, as preferred). There is a requirement to participate in a trial for an indeterminate amount of time before you find out if your organization is eligible for a discount. Pricing for the middle-of-the-road option is \$12.50 / per machine / per month. So, if we keep a machine a minimum of four years, that's \$600 for the life of the machine. We can still purchase Microsoft Office Standard at full price for a one-time fee of \$250, and that's what Sunde recommends for now. Gruwell mentioned an open-source option he recommended we look into, as well. Sunde agreed that might be a good option once we are no longer able to get the version of MS Office that works best in our environment. Each board member shared their thoughts, including giving staff time to learn a new software before having to assist patrons with the use of it.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

1. COVID-19-related considerations. Meeting room capacities are something that Sunde shared she and the staff would like the board to revisit. After seeing the results of a survey of Iowa libraries, Morphew made a motion to increase capacity to 50% for each meeting space, which Strom seconded. Discussion included questions over how to make this decision when there are not Covid numbers reported accurately any longer. All but one of the libraries who answered the survey had returned to full capacity, and that one was at 50%.

Roll Call Vote (yes or no):

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

2. Consider plaque recognizing Dr. Martin Luther King, Jr. Because it is within our policy that the board must approve any donated items to be hung on the walls of the library, Sunde has brought an image of a proposed plaque to be donated by Edwin and Dr. Meshia Waleh. Amy's Sign Design has been working on preparing the image. Strom

made a motion to accept the donation from the Walehs, which Morpew seconded. No further discussion.

Roll Call Vote (yes or no):

Lili Y Kathy__Linda Y Matt Y Molly__ Stephanie__ Alan Y Joe Y Mark Y

3. Consider adopting the updated City Labor Agreement. Sunde presented the updated version for 2022-2025. This becomes part of our policy manual as adopted by the board, as the library is impacted by it as a city department. The most significant change is that of the residency requirement, which is now within 5 miles of city limits for critical employees. Gruwell made a motion to update our policy to include this current version, which Strom seconded. No further discussion.

Roll Call Vote (yes or no):

Lili Y Kathy__Linda Y Matt Y Molly__ Stephanie__ Alan Y Joe Y Mark Y

UPCOMING BUSINESS:

ADJOURNMENT: Morpew made a motion to adjourn at 6:27 PM, which Linda Wiegman seconded. No further discussion.

Roll Call Vote (yes or no):

Lili Y Kathy__Linda Y Matt Y Molly__ Stephanie__ Alan Y Joe Y Mark Y

Next meeting will be on Tuesday, June 7, 2022, at 5:30 PM via Zoom or in-person.

Respectfully submitted, Linda Wiegman, Co-Secretary