

**ESTHERVILLE PUBLIC LIBRARY BOARD MINUTES**  
**Tuesday, July 6, 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 5:32 p.m. on Tuesday, July 6<sup>th</sup>, 2021. Secretary Linda Wiegman called the meeting to order via Zoom, as Lili Jensen was having issues with background noise. Other board members present were Lili Jensen (Zoom), Stephanie Franzen Nelson (in person), Alan Morpew (Zoom), Joe Gregori (Zoom), and Mark Gruwell (in person). Also present was EPL Director Tena Sunde (in person).

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

Roll Call Vote (yes or no):

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

**HIGHLIGHTS:** Sunde shared notes regarding highlights from each area of the consent agenda for July. The minutes, bills, Director's report, and Circulation report were all detailed. Upcoming programming was discussed. Circulation for June was reviewed, with last year's statistics reflecting the first month of limited inside service, while this year's reflects full service inside or curbside. Sunde reported on registration-to-date for the Imagination Library, which currently stands at 89 children county-wide. Sunde also offered updates on the cement pad placement for the HVAC project, necessary sewer line repair and replacement, and hiring for the open part time position.

**DISCUSSION OF ITEMS PULLED FROM CONSENT AGENDA:** None.

**CONSENT AGENDA:** Mark Gruwell made a motion for approval of the Consent Agenda. This included the Minutes of the June 1, 2021 meeting, the June 2021 End-of-Year Bills, the July 6<sup>th</sup> Bills, the July Director's Report, and the June Circulation Report. The motion was seconded by Stephanie Franzen Nelson. No further discussion.

Roll Call Vote (yes or no):

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

**PUBLIC COMMENTS:** Sunde shared an updated chart showing that all but one board member had completed all continuing education requirements, and thanked them for their time. No further public comments.

**BRAINSTORMING:** None.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

1. COVID-19-related considerations. Sunde shared the current CDC numbers for Emmet County (currently at 5.13%). Board members present discussed allowing materials configured as kits (STEM kits, Geocache kit, etc.) to circulate with a 24-hour quarantine upon check-in, as there are too many pieces to clean. Lili Jensen made a motion to allow kits to circulate, which Joe Gregori seconded. No further discussion.

Roll Call Vote (yes or no):

Lili Y Kathy\_\_ Linda Y Pablo\_\_ Molly\_\_ Stephanie Y Alan Y Joe Y Mark Y

2. Election of Officers. Current officers present were agreeable to continuing in their roles, and no other candidates were brought forward. Mark Gruwell made a motion to re-elect the current slate of officers, which was seconded by Joe Gregori. No further discussion.

Roll Call Vote (yes or no):

Lili Y Kathy\_\_ Linda Y Pablo\_\_ Molly\_\_ Stephanie Y Alan Y Joe Y Mark Y

3. Review bids for equipment purchased under the ARPA Grant administered by the State Library of Iowa. Mark Gruwell disclosed that he had a conflict of interest with this agenda item and will be abstaining from discussion or voting due to his association with Smart Technology Team Solutions. His business partner handled the formulation of the bid. Sunde then shared that she had applied and been approved for an ARPA Grant on the EPL's behalf which would cover technology updates for the Community Room up to \$5,000. Bids were submitted by Carey's Electronics of Spencer (\$5,000) and Smart Technology Team Solutions of Estherville (\$4,999). Lili Jensen made a motion to accept the low bid from Smart Technology Team Solutions, which was seconded by Stephanie Franzen Nelson. No further discussion.

Roll Call Vote (yes or no):

Lili Y Kathy\_\_ Linda Y Pablo\_\_ Molly\_\_ Stephanie Y Alan Y Joe Y Mark Y

4. Ceiling Repair Quote. Sunde has procured an estimate from Burrell Painting for the repair and repainting of the deteriorating original tin ceiling in the Group Study Room, along with painting the walls. Joe Gregori made a motion to move forward with the repair and painting, which was seconded by Linda Wiegman. No further discussion.

Roll Call Vote (yes or no):

Lili Y Kathy\_\_ Linda Y Pablo\_\_ Molly\_\_ Stephanie Y Alan Y Joe Y Mark Y

5. Director evaluation. Sunde waived her right to closed session. Following discussion, Lili Jensen made a motion to give Sunde an overall rating of “Exceeds Expectations,” which was seconded by Mark Gruwell. No further discussion.

Roll Call Vote (yes or no):

Lili Y Kathy\_\_ Linda Y Pablo\_\_ Molly\_\_ Stephanie Y Alan Y Joe Y Mark Y

**UPCOMING BUSINESS:**

- Hotspot lending policy

**ADJOURNMENT:** Alan Morpew made a motion to adjourn at 6:16 PM, which Joe Gregori seconded. No further discussion.

Roll Call Vote (yes or no):

Lili Y Kathy\_\_ Linda Y Pablo\_\_ Molly\_\_ Stephanie Y Alan Y Joe Y Mark Y

**Next meeting will be on Tuesday, August 3, 2021, at 5:30 PM via Zoom or in-person.**

**Respectfully submitted, Stephanie Franzen Nelson, Co-Secretary**