

ESTHERVILLE PUBLIC LIBRARY BOARD MINUTES
Tuesday, June 7, 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. Vice President Kathy Knudson called the meeting to order (in person). Other board members present were Linda Wiegman (Zoom), Matt Strom (Zoom), and Mark Gruwell (Zoom). Also present was EPL Director Tena Sunde (in person).

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

Roll Call Vote (yes or no):

Lili___ Kathy_Y_Linda_Y_Matt_Y_Molly___ Stephanie___ Alan___ Joe___ Mark_Y___

HIGHLIGHTS: Sunde shared notes regarding highlights from each area of the consent agenda for June. The minutes of the May 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 May was reviewed, with physical circulation nearly 600 higher than this point last year, showing improvements in almost every area, with a decrease in digital downloads. The Imagination Library project is now at 159 children, and Sunde discussed the Summer Library Program for all ages. Duct cleaning, approved for the 2019-2020 fiscal year and postponed, was considered at the June 2nd Finance Committee meeting and approved at the June 6th Council Meeting, with Swift Air having the low bid. Both Lili Jensen and Alan Morpew's terms on the board were up for renewal as of July 1, and both have agreed to continue for another term. Sunde had inquired with the city about insurance for the meteorite after last month's discussion, and has learned that they expect it to be too costly. She will consult with our contact at the University about its value. All lighting has been ordered to complete our LED lighting upgrade, and the Group Study Room ceiling repair / re-painting has been completed, as well. The approved 2022-2023 budget was provided for board review.

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 May 3 meeting, the June 7th Bills, the June Director's Report, and the May Circulation Report. The motion was seconded by Linda Wiegman. No further discussion.

Roll Call Vote (yes or no):

Lili___ Kathy_Y_Linda_Y_Matt_Y_Molly___ Stephanie___ Alan___ Joe___ Mark_Y___

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

BRAINSTORMING:

UNFINISHED BUSINESS: None.

NEW BUSINESS:

1. COVID-19-related considerations. Sunde mentioned that staff would like to know when items could be added back to the children's activity table. No action was taken.
2. HVAC project update. Now in week 5, Sunde updated those present as to the progress contractors have made. One piece was missing for the electrical sub-contractor to finish their work, and that's held up the process. Air conditioning is expected to be functional by the end of the week. After that, there remains the humidifier to install and the rest of the controls system to be reconnected and tested. No action necessary.
3. Community Room project update. Tomorrow, representatives of FEH will be present for a pre-bid meeting and tour which all interested contractors are encouraged to attend. The specifications and drawings are posted to a website which board members are welcome to join as an "owner" of the property to view the list of plan holders and the plans themselves. Because the funding will come 100% from donations and grants, the board does not need to approve the bids, but will need to approve the project. Sunde will bring more information to the next meeting when a specific budget will be available and a contractor will have been chosen. The Friends organization will then begin any additional fundraising necessary to finish the project.

UPCOMING BUSINESS:

1. Election of Officers (July)
2. Director's Evaluation (July)

ADJOURNMENT: Strom made a motion to adjourn at 6:11 PM, which Gruwell seconded. No further discussion.

Roll Call Vote (yes or no):

Lili__ Kathy_Y Linda_Y Matt_Y Molly__ Stephanie__ Alan__ Joe__ Mark_Y__

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

Respectfully submitted, Linda Wiegman, Co-Secretary