

ESTHERVILLE PUBLIC LIBRARY BOARD MINUTES
Tuesday, July 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 5:33 p.m. on Tuesday, July 5th, 2022. Co-Secretary Linda Wiegman called the meeting to order (via Zoom). Other board members present were Stephanie Franzen Nelson (Zoom), Alan Morpew (Zoom), and Mark Gruwell (in person). Also present was EPL Director Tena Sunde (in person).

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

Roll Call Vote (yes or no):

Lili__ Kathy__ Linda_Y Matt__ Molly__ Stephanie_Y Alan_Y Joe__ Mark_Y__

HIGHLIGHTS: Sunde shared notes regarding highlights from each area of the consent agenda for July. The minutes of the June 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 June was reviewed, with physical circulation more than 200 higher than this point last year, showing improvements mainly in main floor items. The Imagination Library project is now at 164 children, and Sunde shared about the Summer Library Program for all ages. Sunde offered updates regarding the HVAC project, wooden chair conversion, our new internet and phone provider, and progress towards fencing for our HVAC unit.

DISCUSSION OF ITEMS PULLED FROM CONSENT AGENDA: None.

CONSENT AGENDA: Stephanie Franzen Nelson made a motion for approval of the Consent Agenda. This included the Minutes of the June 7th meeting, the July 5th Bills, the July Director's Report, and the June Circulation Report. The motion was seconded by Mark Gruwell. No further discussion.

Roll Call Vote (yes or no):

Lili__ Kathy__ Linda_Y Matt__ Molly__ Stephanie_Y Alan_Y Joe__ Mark_Y__

PUBLIC COMMENTS: Board CE Reports: Sunde shared that all board members had finished their CE requirements ahead of the deadline and thanked them for their time.

BRAINSTORMING:

Discuss clearing storage for renovation. Sunde shared that we have just a few months to present an empty storage room for the community room renovation. Staff have been going through supplies and decorative items and other miscellaneous pieces that need to be downsized,

and plan to keep what they know they will use and find new homes throughout the building. Items we do not expect to use will be distributed to the public surplus auction, other city departments, local classrooms, or via recycling or trash as needed. Those present were comfortable with that.

Discuss limitation of hot spot circulation. Staff have come across a situation where the same patron will check in and check back out the same hot spot continually. If others have not placed a reserve for one, the system has no means of keeping this from happening. Staff would like to see there be a limit on consecutive checkouts so that more people would have a chance to use the devices. Sunde passed this on to our software developers and they are looking into providing this option with a future update. This will be brought to the board as a policy update in the future when the software can support it.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

1. COVID-19-related considerations. None.
2. Election of Officers. Stephanie Franzen Nelson made a motion to renew the current slate of officers, which Mark Gruwell seconded. No further discussion.

Roll Call Vote (yes or no):

Lili__ Kathy__ Linda_Y Matt__ Molly__ Stephanie_Y Alan_Y Joe__ Mark_Y__

3. Consider approval of Friends of the EPL Community Room Project. Project plans and a draft budget have been made available for review. The Friends Board will meet in two days to approve the general contractor's bid, the project budget, and a fundraising plan. Alan Morphew made a motion to approve this renovation project, fully funded through the Friends organization with no tax-payer dollars. Stephanie Franzen Nelson seconded the motion. No further discussion.

Roll Call Vote (yes or no):

Lili__ Kathy__ Linda_Y Matt__ Molly__ Stephanie_Y Alan_Y Joe__ Mark_Y__

4. Evaluation of Library Director. Linda Weigman and Stephanie Franzen Nelson provided comments.

At this point, storm activity caused most attendees of the meeting to lose their internet connection and the meeting was prematurely adjourned.

UPCOMING BUSINESS:

1. Complete the evaluation of the library director
2. Consider copy machine quotes
3. Consider replacement computer quotes

ADJOURNMENT: See above.

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

Respectfully submitted, Stephanie Franzen Nelson, Co-Secretary