

ESTHERVILLE PUBLIC LIBRARY BOARD MINUTES
Tuesday, December 6, 2022

This meeting was held both in person at the EPL Sanborn 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, December 6th, 2022. President Lili Jensen called the meeting to order (in person). Other board members present were Kathy Knudson (in person), Linda Wiegman (Zoom), Matt Strom (Zoom), Carla Ridout (in person), Joe Gregori (Zoom), and Mark Gruwell (Zoom). Also present was EPL Director Tena Sunde (in person).

AGENDA: Kathy Knudson 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 Y Kathy Y Linda Y Matt Y Carla Y Stephanie Alan Joe Y Mark Y

HIGHLIGHTS: Sunde shared notes regarding highlights from each area of the consent agenda for December. The minutes of the November 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 November was reviewed. The Imagination Library now has 170 children participating. Gingerbread Paint Kits will be handed out in the Children’s Department, and a new Story Walk has been posted. Sunde has been working on the 2023 Membership Drive for the Friends. Construction has moved into the framing stage in the Community room.

DISCUSSION OF ITEMS PULLED FROM CONSENT AGENDA: None.

CONSENT AGENDA: Joe Gregori made a motion for approval of the Consent Agenda. This included the Minutes of the November 1st meeting, the December 6th Bills, the December Director’s Report, and the November Circulation Report. The motion was seconded by Mark Gruwell. No further discussion.

Roll Call Vote (yes or no):

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

PUBLIC COMMENTS:

None.

BRAINSTORMING:

1. Follow up on discussion of patron hygiene concerns. Since last month a potential resource has become known.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

1. COVID-19-related considerations. None.
2. Consider T-Note renewal options. Beth Burton presented options for a \$20,000 note that comes up for renewal on December 31st. Kathy Knudson made a motion to select the 2-year option at 4.3%, which Matt Strom seconded. No further discussion.

Roll Call Vote (yes or no):

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

3. Consider draft gallery showings policy. Sunde shared a list of questions for the board as to what they would like to see included in this new policy. Lili Jensen suggested an ad hoc. committee to flesh out these options, for which Matt Strom and Carla Ridout volunteered. Others are welcome to share suggestions to committee members at any point, and the committee will report back at the next meeting.
4. Consider inclusion of circulating projector in policy. Sunde presented potential edits to the Administration & Use Policy that would cover the addition of the circulating projector. Joe Gregori made a motion to accept the policy updates, which Mark Gruwell seconded. No further discussion.

Roll Call Vote (yes or no):

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

5. Consider interior paint quotes. Sunde presented bids from two area contractors for painting the entry, stairwell, central section of the main floor, and office. Kathy Knudson made a motion to select the bid from Burrell Painting, which Joe Gregori seconded. No further discussion.

Roll Call Vote (yes or no):

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

6. Consider draft list of closures for 2023. Sunde presented a list that includes both paid and unpaid closures. Mark Gruwell made a motion to approve the draft list and include a change of July 4 to July 6 for the board meeting date that month, which Matt Strom seconded. No further discussion.

Roll Call Vote (yes or no):

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

7. Consider 2022-2023 draft budget request. Sunde presented a draft of the request for the coming fiscal year, detailing the reasoning behind any changes, showing an overall \$300 decrease in non-personnel / non-capital line items. Matt Strom made a motion to approve the draft as presented, which Linda Wiegman seconded. No further discussion.

Roll Call Vote (yes or no):

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

UPCOMING BUSINESS:

1. Consider replacement computer quotes - 2023

ADJOURNMENT: Kathy Knudson made a motion to adjourn at 6:20 PM, which Carla Ridout seconded. No further discussion.

Roll Call Vote (yes or no):

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

Next meeting will be on Tuesday, January 3, 2023, at 5:30 PM via Zoom or in-person.

Respectfully submitted, Linda Wiegman, Co-Secretary