

ESTHERVILLE PUBLIC LIBRARY BOARD MINUTES
Tuesday, February 7, 2023

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 5:33 p.m. on Tuesday, February 7, 2023. President Lili Jensen called the meeting to order (in person). Other board members present were Linda Wiegman (Zoom), Matt Strom (Zoom), Carla Ridout (in person), Stephanie Franzen Nelson (Zoom), and Mark Gruwell (in person). Also present was EPL Director Tena Sunde (in person), and Beth Burton, City Finance Director (in person) joined during New Business.

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

Roll Call Vote (yes or no):

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

HIGHLIGHTS: Sunde shared notes regarding highlights from each area of the consent agenda for February. The minutes of the January regular meeting, bills, Director's report, and Circulation report were all detailed. An update was offered regarding the 2023 membership drive for the Friends. Upcoming programming was discussed. Circulation for January was reviewed. Community Room construction continues to be on hold while we await the delayed structural steel which should arrive late February. The completion date has been moved to March 31. As such, the Supervisor's tour has been rescheduled to March 7th at Noon.

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

Roll Call Vote (yes or no):

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

PUBLIC COMMENTS:

1. Sunde shared that an increasing number of requests have been taken in by staff from patrons wanting expanded meeting room capacities. This will be discussed under new business with Covid-19 considerations.
2. Sunde shared that a council member had received a complaint about the brass plaque under one of the library's portraits of Esther Ridley. Those present agreed that this could be addressed as a business item at the next meeting.

BRAINSTORMING:

None

UNFINISHED BUSINESS:

None

NEW BUSINESS:

1. COVID-19-related considerations.
 - a. With patron requests increasing and the opening of our newly expanded community room happening soon, Sunde and the staff are recommending that meeting room capacities be restored to normal. The Covid national and public health emergencies are set to end May 11th, as well. Stephanie Franzen Nelson made a motion to remove capacity limitations from 50% back to 100%, which Linda Wiegman seconded. No further discussion.

Roll Call Vote (yes or no):

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

2. Schedule considerations and library hours July 1 and beyond.
 - a. With city budget cuts making it necessary to lose a staff position due to retirement as of July 1, Sunde has gone over schedule possibilities with the staff. The recommendation from Sunde and staff would be to provide Lin Esteves with 6 additional hours per week and remove Thursday evening hours (closing at 6:00 instead of 8:00 pm). This change would alleviate some of the scheduling problems staff will face going forward without having any impact on tier status or state funding. Matt Strom made a motion to approve the schedule considerations and library hours change for July 1 and beyond as presented, which Mark Gruwell seconded. No further discussion.

Roll Call Vote (yes or no):

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

3. Computer quotes
 - a. Sunde presented quotes for replacement computer stations from two vendors. Mark Gruwell both abstained from voting and left the room during discussion, as he is part owner of one of the businesses considered here. Sunde made note of the fact that she'd dealt entirely with his business partner and had not posted the quotes to the board packets for viewing ahead of the meeting. The first quote had a total \$280 over budget and the second one was \$2,458 under budget. Linda Wiegman made a motion to accept the low bid from Smart Technology Team Solutions. Stephanie Franzen Nelson seconded the motion. Under discussion Beth Burton noted that the city had purchased Dell brand computers in recent years and had been happy with their performance.

Roll Call Vote (yes or no):

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

4. Treasury Note renewal

- a. The library has a Treasury Note up for renewal February 28th which is currently earning 0.75%. Beth Burton presented current options for rates at one, two, or three years. Carla Ridout made a motion to select the one-year rate of 4.6% for this \$14,000 T-Note. Matt Strom seconded the motion. No further discussion.

Roll Call Vote (yes or no):

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

5. Community Room policy and application form updates

- a. Sunde had provided draft updates to the policy and application form which include adjustments for the newly renovated space. Nelson made a motion to approve the updates as drafted, with the addition of a \$50 minimum fee if cleaning is necessary after use. Wiegman seconded the motion. No further discussion.

Roll Call Vote (yes or no):

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

6. City Safety Policy

- a. The City has recently updated their safety policy and a draft was provided to board members. While most of the document applies to other departments, the EPL adopts city policies as their own (to the extent that they apply). Mark Gruwell made a motion to adopt the latest version of the City's Safety Policy, which Matt Strom seconded. No further discussion.

Roll Call Vote (yes or no):

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

UPCOMING BUSINESS:

- 1. Covid-19 considerations, as needed

ADJOURNMENT: Matt Strom made a motion to adjourn at 6:37 PM, which Linda Wiegman seconded. No further discussion.

Roll Call Vote (yes or no):

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

Next meeting will be on Tuesday, March 7, 2023, at 5:30 PM via Zoom or in-person.

Respectfully submitted, Stephanie Franzen Nelson, Co-Secretary