

ESTHERVILLE PUBLIC LIBRARY BOARD MINUTES
Tuesday, March 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 5:30 p.m. on Tuesday, March 7, 2023. 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), Alan Morpew (Zoom), Joe Gregori (in person), and Mark Gruwell (in person). 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 Mark Gruwell. No further discussion.

Roll Call Vote (yes or no):

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

HIGHLIGHTS: Sunde shared notes regarding highlights from each area of the consent agenda for March. The minutes of the February 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 February was reviewed. Community Room construction continues to be on hold while we await the delayed structural steel which was supposed to arrive late February. The completion date had been moved to March 31, but now would be pushed back to mid-April at the earliest. As such, the Supervisor's tour has been rescheduled to March 28th 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 February 7th meeting, the March 7th Bills, the March Director's Report, and the February Circulation Report. The motion was seconded by Alan Morpew. No further discussion.

Roll Call Vote (yes or no):

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

PUBLIC COMMENTS:

1. Board CE Reports. The equivalent of three, 50-minute sessions for each board member are due by June 30th of each year. Sunde will send an email with ideas.
2. Board Resignation. Joe Gregori expressed his desire to retire from the board after having served since June of 2000. He expressed his thanks for the opportunity to serve and how important he feels the library is to the county. Following the thanks expressed to Joe from those present, he left the meeting.

BRAINSTORMING:

Replacement ideas for our newly vacant board position. This will be on our next agenda, as well. Sunde reminded the board that there is an application process including appointment by the mayor and approval by the city council, and that at this point gender balance is still required.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

- 1. COVID-19-related considerations.
 - a. Plexiglass and signage. At a recent staff meeting, 4 out of 5 staff would like to see the plexiglass removed at both desks citing difficulty hearing patrons through the barrier. Also, the signage in the entry could be removed in favor of attaching the mask and sanitizer dispensers to the end of the banister. Sunde shared several Covid procedures staff intend to retain going forward, but with the public health emergency expiring nationally in May, it seemed fair to consider these changes. Carla Ridout made a motion to remove plexiglass and take down signage, which Kathy Knudson seconded. No further discussion.

Roll Call Vote (yes or no):

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

- 2. Esther Ridley Photo Plaque
 - a. Regarding the question of whether to replace the wording on the plaque which has been under Esther Ridley’s photo for 85 years, several board members made comments (Ridout, Strom, Morphey, and Gruwell, who cited his experience as a past civil rights attorney). Matt Strom made a motion to strike the first line of the plaque (which reads “Estherville’s first white woman”), leaving it to say “Esther Ridley, for whom our city was named.” Mark Gruwell seconded the motion. No further discussion.

Roll Call Vote (yes or no):

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

- 3. Review Tobacco-Free/ Nicotine-Free Policy
 - a. Sunde shared the present policy and proposed no changes. All policies need to be reviewed every three years for accreditation. Matt Strom made a motion to approve the policy as it stands, which Kathy Knudson seconded. No further discussion.

Roll Call Vote (yes or no):

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

4. Review Sex Offender Policy

- a. Sunde shared the existing policy and recommended no changes, reminding the board of the state's allowance for library directors to make exceptions to the ruling that no one with sex offenses against a minor be present in the library. The policy protects the director from the expectation of making exceptions, and allows for service to those who cannot be present on-site while protecting staff from having to provide home delivery. Mark Gruwell to approve the policy as it stands, 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 Y Joe Mark Y

UPCOMING BUSINESS:

1. Policy review

ADJOURNMENT: Kathy Knudson made a motion to adjourn at 6:03 PM, 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 Y Joe Mark Y

Next meeting will be on Tuesday, April 4, 2023, at 5:30 PM via Zoom or in-person.

Respectfully submitted, Linda Wiegman, Co-Secretary