

ESTHERVILLE PUBLIC LIBRARY BOARD MINUTES
Tuesday, April 4, 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 5:32 p.m. on Tuesday, April 4, 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 Morphew (Zoom), Joe Gregori (in person), 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 Y Vacant Mark Y

HIGHLIGHTS: Sunde shared notes regarding highlights from each area of the consent agenda for April. The minutes of the March 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 March was reviewed. Community Room project updates were shared. The Gallery Application is now available on the website.

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 March 7th meeting, the April 4th Bills, the April Director's Report, and the March Circulation Report. The motion was seconded by Alan Morphew. No further discussion.

Roll Call Vote (yes or no):

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

PUBLIC COMMENTS:

1. Board CE Reports. Jensen has 7 hours completed and shared the topics she learned about and some related book recommendations.

BRAINSTORMING:

1. HotSpot Circulation. Sunde shared the difficulties staff have experienced such as patrons who rotate through individuals within their household to maintain continual checkout of a device. Several have kept the items past due so that the service had to be deactivated. At this point, all three devices have been kept past due long-term, and though the individuals have been billed, they are not expected

to return. As such, Sunde will not be asking the Library Board to find room in the budget to continue the service past the trial that was funded by the Friends and other donors. Since this has occurred, Sunde has learned of assistance for home Internet provided through Iowa Works for qualifying individuals, and will refer people to their contact.

2. Board vacancy. Sunde has included news of the vacancy in an upcoming Estherville News column, and requested direction from the board regarding what further action they would like her to take toward recruitment. The vacant term expires in July 2024. The consensus was to wait and see what interest the news column might bring forward.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

1. Discuss Computer Equipment Recycling.
 - a. Sunde shared that with the arrival of the replacement computers she needs to discard 5 that are already in storage and 6 more once the new ones are set up. The City does not put computers on the auction site any longer due to the low level of return vs. staff time. Sunde asked whether the board would like to approve recycling the discarded units for free (Smart Technology in Estherville or Goodwill in Spencer are two sources she knows of). Kathy Knudson made a motion to take the computers to Goodwill for free recycling, 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 Vacant Mark Y

2. Review the Digital Conversion Station Policy
 - a. Sunde shared the policy with the board noting that she did not find anything she noted that would need amendment. Mark Gruwell made a motion to approve the policy as it stands, and Matt Strom 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 Vacant Mark Y

3. Review Genealogy Policy
 - a. Sunde shared the present policy and proposed no changes. 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 Vacant Mark Y

4. Review Public Use Computers Policy

- a. Sunde shared the existing policy and recommended several changes. Item number three could be updated due to the time management software we now use. Items 4, 7, and 8 are no longer necessary, and the portion about public access to the wireless network is also no longer necessary. Kathy Knudson moved to approve the policy as revised, 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 Vacant Mark Y

5. Review Staff Support to Patrons Policy

- a. Sunde shared the existing policy and recommended some updates. Matt Strom moved to approve the policy as revised, which Alan Morphew seconded. No further discussion.

Roll Call Vote (yes or no):

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

UPCOMING BUSINESS:

1. Policy review

ADJOURNMENT: Mark Gruwell made a motion to adjourn at 6:10 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 Y Vacant Mark Y

Next meeting will be on Tuesday, May 2, 2023, at 5:30 PM via Zoom or in-person.

Additional upcoming dates for board members (optional):

- April 25 – Supervisor’s Tour
- April 26 – Final Walk Through (Community Room Project)
- May 1 – Open House

Respectfully submitted, Linda Wiegman, Co-Secretary