

ESTHERVILLE PUBLIC LIBRARY BOARD MINUTES
Tuesday, May 2, 2023

***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 5:32 p.m. on Tuesday, May 2, 2023. Co-Secretary Stephanie Franzen Nelson called the meeting to order (in person). Other board members present were Linda Wiegman (Zoom), Matt Strom (Zoom), Carla Ridout (in person), Rick Olesen (in person), and Mark Gruwell (Zoom). Also present was EPL Director Tena Sunde (in person).

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

Roll Call Vote (yes or no):

Lili___ Kathy___ Linda_Y Matt_Y Carla_Y Stephanie_Y Alan___ Rick_Y Mark_Y

HIGHLIGHTS: Sunde shared notes regarding highlights from each area of the consent agenda for May. The minutes of the April 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 April was reviewed. Community Room project updates were shared. The 2023-2024 budget for the library has been finalized.

DISCUSSION OF ITEMS PULLED FROM CONSENT AGENDA: None.

CONSENT AGENDA: Rick Olesen made a motion for approval of the Consent Agenda. This included the Minutes of the April 4th meeting, the May 2nd Bills, the May Director's Report, and the April Circulation Report. The motion was seconded by Carla Ridout. No further discussion.

Roll Call Vote (yes or no):

Lili___ Kathy___ Linda_Y Matt_Y Carla_Y Stephanie_Y Alan___ Rick_Y Mark_Y

PUBLIC COMMENTS:

1. Board CE Reports. Jensen has completed her CE requirements and Gruwell is partially finished. Those not finished have through the end of June.

BRAINSTORMING:

1. Online services (usage vs. cost). Sunde shared the pricing and usage information for some of our online services that need better usage to justify the cost. Further promotions will be attempted and the topic will be revisited as renewals come along.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

1. Consider joining City of Estherville email and website.
 - a. Sunde shared that the EPL has been utilizing the state-provided email and web hosting since 2012, but in recent years they have gone with a low bidder that provides very poor service. The city is working on a new website which the library could join. All other departments have city-provided email addresses. If possible, a good time to make the change would be on July 1 when library hours change, but Sunde has more investigating to do to determine if this could work for us. This item will be tabled until the next meeting.

2. Consider contract cleaning position.
 - a. With the resignation of Sarah Morphew, Sunde has put out advertisements to seek a new contract cleaning person. The person selected now needs to show proof of liability insurance. Sunde shared the two applicants that have turned in their information. Mark Gruwell made a motion to offer the position to the second applicant that was reviewed [pending proof of insurance and background check], and Matt Strom seconded the motion. No further discussion.

Roll Call Vote (yes or no):

Lili___ Kathy___ Linda_Y Matt_Y Carla_Y Stephanie_Y Alan___ Rick_Y Mark_Y

3. Consider closure for light and paint updates to the main entry.
 - a. Sunde shared that Burrell painting will be able to complete the budgeted area for this year, which includes the main entry and central area plus office on the main floor, on May 26 and 27. They will make their lift and ladders available for city staff to replace high light bulbs on May 25th. It would be unsafe to both workers and the public to have the main entry open during this work, so Sunde proposed going to curbside only for the 25th and 26th, with story time offered outdoors. Matt Strom made a motion to approve the closure as requested, which Carla Ridout seconded. No further discussion.

Roll Call Vote (yes or no):

Lili___ Kathy___ Linda_Y Matt_Y Carla_Y Stephanie_Y Alan___ Rick_Y Mark_Y

UPCOMING BUSINESS:

1. Policy review

ADJOURNMENT: Linda Wiegman made a motion to adjourn at 6:14 PM, which Matt Strom seconded. No further discussion.

Roll Call Vote (yes or no):

Lili__ Kathy__ Linda_Y Matt_Y Carla_Y Stephanie_Y Alan__ Rick_Y Mark_Y

Next meeting will be on Tuesday, June 6, 2023, at 5:30 PM via Zoom or in-person.

Respectfully submitted, Linda Wiegman, Co-Secretary