

ESTHERVILLE PUBLIC LIBRARY BOARD MINUTES
Tuesday, June 6, 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 5:30 p.m. on Tuesday, June 6, 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), Stephanie Franzen Nelson (Zoom), Alan Morphew (Zoom), Rick Olesen (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. Under discussion, Lili Jensen lead introductions for new board member Rick Olesen.

Roll Call Vote (yes or no):

Lili__Y_ Kathy__Y_ Linda__Y_ Matt__Y_ Carla__ Stephanie__Y_ Alan__Y_ Rick__Y_ Mark__Y_

HIGHLIGHTS: Sunde shared notes regarding highlights from each area of the consent agenda for June. The minutes of the May regular meeting, bills, Director's report, and Circulation report were all detailed. Sunde detailed end of year expenditures as the fiscal year comes to a close. An update was offered regarding the 2023 membership drive for the Friends. Upcoming programming was discussed. Circulation for May was reviewed. Community Room project updates were shared. Recent maintenance updates including paint, duct cleaning, and lighting were detailed. Staff worked on shifting the collection and cleaning shelving while the facility was closed for maintenance.

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 May 2nd meeting, the June 6th Bills, the June Director's Report, and the May 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__ Stephanie__Y_ Alan__Y_ Rick__Y_ Mark__Y_

PUBLIC COMMENTS:

1. Board CE Reports. Jensen, Gruwell, and Wiegman have completed their hours for the year. Sunde will send the list of suggested sessions via email again.

BRAINSTORMING:

1. Short staffing contingency plan. Sunde shared what staff have discussed regarding a hierarchy of actions to take when only two staff are scheduled (after July 1) and one would need to leave due to illness, etc.
 - a. Place a sign on the children’s desk for check-out on the main floor
 - b. Call for backup
 - c. Close the children’s department for the remainder of the day
 - d. Move to curbside only service

UNFINISHED BUSINESS:

1. Consider City of Estherville email and website. Sunde has not yet been able to learn more about this option, so this will be tabled for a future meeting.

NEW BUSINESS:

1. Review Friends of the EPL Policy. Sunde shared the current policy, which was last revised in 2020, offering no suggestions for further revision. Matt Strom made a motion to approve the policy as it stands, which Alan Morphew seconded. No further discussion.

Roll Call Vote (yes or no):

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

2. Review Gifts and Memorials Policy. Sunde presented the policy, which was last revised in 2020, offering one small recommended change to verbiage. Matt Strom made a motion to approve the policy as revised, which Kathy Knudson seconded. No further discussion.

Roll Call Vote (yes or no):

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

3. Review Service to Schools and Special Groups Policy. Sunde shared the current policy, which was last revised in 2020. She offered several revisions to make formatting consistent, remove unnecessary text, and clarify other where needed. Rick Olesen made a motion 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 Stephanie Y Alan Y Rick Y Mark Y

4. Review Staff Dress Code Policy. Sunde shared the current policy, which was newly developed in 2017 and last revised in 2020, offering no further recommendations for revision. Kathy Knudson made a motion to approve the policy as it stands, which Mark Gruwell seconded. No further discussion.

Roll Call Vote (yes or no):

Lili__Y_ Kathy__Y_ Linda__Y_ Matt__Y_ Carla__ Stephanie__Y_ Alan__Y_ Rick__Y_ Mark__Y_

UPCOMING BUSINESS:

1. Policy review
2. Election of Officers
3. Director's Evaluation

ADJOURNMENT: Kathy Knudson made a motion to adjourn at 6:00 PM, which Alan Morphew seconded. No further discussion.

Roll Call Vote (yes or no):

Lili__Y_ Kathy__Y_ Linda__Y_ Matt__Y_ Carla__ Stephanie__Y_ Alan__Y_ Rick__Y_ Mark__Y_

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

Respectfully submitted, Linda Wiegman, Co-Secretary