

ESTHERVILLE PUBLIC LIBRARY BOARD MINUTES
Thursday, July 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 Thursday, July 6, 2023. Vice President Kathy Knudson called the meeting to order (in person). Other board members present were Linda Wiegman (Zoom), Carla Ridout (in person), Alan Morphew (Zoom), and Rick Olesen (in person). Also present was EPL Director Tena Sunde (in person).

AGENDA: Rick Olesen made a motion for approval of the agenda. The motion was seconded by Alan Morphew.

Roll Call Vote (yes or no):

Lili__ Kathy_Y_Linda_Y_Matt__ Carla_Y_ Stephanie__ Alan__Y_ Rick_Y_ Mark__

HIGHLIGHTS: Sunde shared notes regarding highlights from each area of the consent agenda for July. The minutes of the June 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 June was reviewed. A summer library program wrap-up was given. News about maintenance efforts for the Little Free Libraries was shared.

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 June 6th meeting, the July 6th Bills, the July Director's Report, and the June Circulation Report. The motion was seconded by Alan Morphew. No further discussion.

Roll Call Vote (yes or no):

Lili__ Kathy_Y_Linda_Y_Matt__ Carla_Y_ Stephanie__ Alan__Y_ Rick_Y_ Mark__

PUBLIC COMMENTS:

1. Board CE Reports. Sunde thanked everyone for completing their continuing education requirements by the deadline.

BRAINSTORMING: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

1. Election of Officers. Alan Morphew made a motion to approve the slate of officers as it stands, which Rick Olesen seconded. No further discussion.

Roll Call Vote (yes or no):

Lili__ Kathy_Y_Linda_Y_Matt__ Carla_Y_ Stephanie__ Alan__Y_ Rick_Y_ Mark__

2. Director's Evaluation. Sunde waived her right to closed session. She read her own pre-filled comments and board members commented on each point. Linda Wiegman made a motion to mark "exceeds expectations" on the evaluation, which Carla Ridout seconded. No further discussion.

Roll Call Vote (yes or no):

Lili__ Kathy_Y_Linda_Y_Matt__ Carla_Y_ Stephanie__ Alan__Y_ Rick_Y_ Mark__

3. Policy review. Sunde brought policies related to job descriptions for review. Marked recommendations included adding facilities maintenance to the Director's job description, no changes to other staff, adding the word "requests" to complete a sentence within the volunteer job description, and debate about the weight range needed for physical ability in the janitorial job description (no changes recommended). Rick Olesen made a motion to approve the policies as revised, which Linda Wiegman seconded. No further discussion.

Roll Call Vote (yes or no):

Lili__ Kathy_Y_Linda_Y_Matt__ Carla_Y_ Stephanie__ Alan__Y_ Rick_Y_ Mark__

UPCOMING BUSINESS:

1. Policy review

ADJOURNMENT: Carla Ridout made a motion to adjourn at 6:12 PM, which Rick Olesen seconded. No further discussion.

Roll Call Vote (yes or no):

Lili__ Kathy_Y_Linda_Y_Matt__ Carla_Y_ Stephanie__ Alan__Y_ Rick_Y_ Mark__

Next meeting will be on Tuesday, August 1, 2023, at 5:30 PM via Zoom or in-person.

Respectfully submitted, Linda Wiegman, Co-Secretary