

ESTHERVILLE PUBLIC LIBRARY BOARD MINUTES
Tuesday, September 5, 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 5:48 p.m. on Tuesday, September 5, 2023. Board Member Matt Strom called the meeting to order (in person). Other board members present were Linda Wiegman (Zoom), Carla Ridout (in person), Rick Olesen (in person), and Mark Gruwell (Zoom). Lili Jensen arrived during the highlights portion of the agenda (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 Mark Gruwell.

Roll Call Vote (yes or no):

Lili___ Kathy___ Linda_Y Matt_Y Carla_Y Stephanie___ Alan___ Rick_Y Mark_Y

HIGHLIGHTS: Sunde shared notes regarding highlights from each area of the consent agenda for September. The minutes of the August 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 August was reviewed. Highlights of the Annual Report were given along with a summary of the City Council’s recent tour.

DISCUSSION OF ITEMS PULLED FROM CONSENT AGENDA: None.

Lili Jensen leads the meeting from this point forward.

CONSENT AGENDA: Matt Strom made a motion for approval of the Consent Agenda. This included the Minutes of the August 1st meeting, the September 5th Bills, the September Director’s Report, and the August Circulation Report. The motion was seconded by Carla Ridout. No further discussion.

Roll Call Vote (yes or no):

Lili_Y Kathy___ Linda_Y Matt_Y Carla_Y Stephanie___ Alan___ Rick_Y Mark_Y

PUBLIC COMMENTS: None.

BRAINSTORMING: Discuss survey questions. A survey is among the input required for an update of our Strategic Plan as part of the accreditation renewal process. Sunde had provided a draft of potential survey questions for review and comment. Gruwell commented on his experience with survey questions and recommended the addition of a question: “what word or phrase comes to mind when you think of the Estherville Public Library?” This would be a more targeted question. Strom asked how the survey will be made available and Sunde replied that

both print and online versions will be distributed. There will be a chance to win one of four Estherville Bucks certificates (funded by the Friends) as an incentive.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

1. Consider forming a committee to review the Selection & Reconsideration Policy. Due to the timely nature of this topic it would be helpful to have increased board involvement in the update to the policy. Strom had reached out to Sunde prior to the meeting to volunteer to be on a review committee and assist with preparing a mock challenge for an upcoming board meeting. Linda Wiegman made a motion to approve the appointment of a committee for this purpose, which Rick Olesen seconded. Lili Jensen and Mark Gruwell also volunteered to be on the committee.

Roll Call Vote (yes or no):

Lili Y Kathy__Linda Y Matt Y Carla Y Stephanie__ Alan__ Rick Y Mark Y

2. Library Board By-Laws Review. Sunde offered a suggested change updating her job title in several places within the By-Laws. Ridout noticed one additional place that the title was listed incorrectly. Matt Strom made a motion to approve the revision to the By-Laws which Mark Gruwell seconded. No further discussion.

Roll Call Vote (yes or no):

Lili Y Kathy__Linda Y Matt Y Carla Y Stephanie__ Alan__ Rick Y Mark Y

3. Public Relations Policy Review. Sunde went over the policy and recommended no further updates. As no changes were made, the policy will be dated as having been reviewed at this meeting.
4. Displays, Exhibits, and Posters Policy Review. Sunde shared suggested revisions to the policy, including specifying “non-profit” in item number 5, and “monetary” in item number 6. Rick Olesen made a motion to approve the policy as amended, which Matt Strom seconded. No further discussion.

Roll Call Vote (yes or no):

Lili Y Kathy__Linda Y Matt Y Carla Y Stephanie__ Alan__ Rick Y Mark Y

UPCOMING BUSINESS:

1. Consider updates to the Strategic Plan
2. Policy review

ADJOURNMENT: Mark Gruwell made a motion to adjourn at 6:15 PM, which Carla Ridout seconded. No further discussion.

Roll Call Vote (yes or no):

Lili_Y__ Kathy__ Linda_Y_Matt_Y_ Carla_Y_ Stephanie__ Alan__ Rick_Y_ Mark_Y_

Next meeting will be on Tuesday, October 3, 2023, at 5:30 PM via Zoom or in-person.

Respectfully submitted, Linda Wiegman, Co-Secretary