

ESTHERVILLE PUBLIC LIBRARY BOARD MINUTES
Tuesday, January 3, 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 5:33 p.m. on Tuesday, January 3, 2023. Vice President Kathy Knudson called the meeting to order (via Zoom). Other board members present were Linda Wiegman (Zoom), Matt Strom (Zoom), Carla Ridout (Zoom), Stephanie Franzen Nelson (Zoom), Alan Morphew (Zoom), 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 Stephanie Franzen Nelson. No further discussion.

Roll Call Vote (yes or no):

Lili___ Kathy_Y_Linda_Y_Matt_Y_Carla_Y_Stephanie_Y_Alan_Y__ Joe__ Mark_Y_

HIGHLIGHTS: Sunde shared notes regarding highlights from each area of the consent agenda for January. The minutes of the December 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 December was reviewed. Gingerbread Paint Kits were handed out in the Children's Department, and a new Story Walk was posted mid-November through mid-December. Sunde has released the first emailed wave of the 2023 Membership Drive for the Friends. Sunde offered an update on resources for patrons with hygiene issues, and some maintenance issues experienced with an outside air duct creating condensation, and with our metal doors freezing to their frames. Construction has been on hold while the Friends Board makes some decisions regarding surprises found during demolition, but should start again now, and so far the date of completion has not been changed.

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 December 6th meeting, the January 3rd Bills, the January Director's Report, and the December Circulation Report. The motion was seconded by Alan Morphew. No further discussion.

Roll Call Vote (yes or no):

Lili___ Kathy_Y_Linda_Y_Matt_Y_Carla_Y_Stephanie_Y_Alan_Y__ Joe__ Mark_Y_

PUBLIC COMMENTS:

None.

BRAINSTORMING:

1. Consider plans for joint meeting with the County Supervisors
 - a. Sunde will offer a tour of the Community Room construction site on February 7th at noon. The board’s meeting will continue that same day at 5:30 pm.
2. Consider areas to reduce for 10% general fund budget reduction
 - a. This has been resolved through a staffing reduction.

UNFINISHED BUSINESS:

1. Consider draft Gallery Showings policy and committee report. The committee met once in December and the draft presented today is the result of their findings. Committee members volunteered to continue as a resource to the Director should further review of any applications for gallery showings be desired. Sunde went through the elements of the policy and those present were invited to comment. Stephanie Franzen Nelson made a motion to approve the draft as presented, which Linda Wiegman seconded. No further discussion.

Roll Call Vote (yes or no):

Lili__ Kathy_Y_Linda_Y_Matt_Y_Carla_Y_Stephanie_Y_Alan_Y__ Joe__ Mark_Y_

NEW BUSINESS:

1. COVID-19-related considerations. None.

UPCOMING BUSINESS:

1. Consider replacement computer quotes – 2023
2. Joint meeting with the Emmet County Supervisors (no longer a joint meeting, but a tour)

ADJOURNMENT: Mark Gruwell made a motion to adjourn at 6:09 PM, which Matt Strom seconded. No further discussion.

Roll Call Vote (yes or no):

Lili__ Kathy_Y_Linda_Y_Matt_Y_Carla_Y_Stephanie_Y_Alan_Y__ Joe__ Mark_Y_

Next meeting will be on Tuesday, February 7, 2023, at 5:30 PM via Zoom or in-person.

Respectfully submitted, Linda Wiegman, Co-Secretary