

**ESTHERVILLE PUBLIC LIBRARY BOARD MINUTES**  
**Tuesday, October 3, 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, October 3<sup>rd</sup>, 2023. President Lili Jensen called the meeting to order. Other board members present were Kathy Knudson (Zoom), Linda Wiegman (Zoom), Matt Strom (in person), 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. No further discussion.

Roll Call Vote (yes or no):

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

**HIGHLIGHTS:** Sunde shared notes regarding highlights from each area of the consent agenda for October. The minutes of the September meeting, bills, Director’s report, and Circulation report were all detailed. Upcoming programming was discussed. Circulation for September was reviewed. Sunde reported on ARSL Conference highlights, registration for our upcoming Staff Development Day, handicap door maintenance issues, the STEM Escape experience planned for fall of 2024, our inclusion in the Carnegie Libraries in Iowa project, and she went through the results of our recent Community Survey which will inform updates to our Strategic Plan.

**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 September 5, 2023 meeting, the October Bills, the October Director’s Report, and the September Circulation Report. The motion was seconded by Mark Gruwell. No further discussion.

Roll Call Vote (yes or no):

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

**PUBLIC COMMENTS:** None.

**BRAINSTORMING:** None.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

1. Consider Strategic Plan update. Sunde shared draft revisions to the 2021-2025 Strategic Plan that reflected survey data and Census data, along with current statistics showing progress towards established goals. Responsible parties (board / director / all staff) were added to each action item in the timeline. Mark Gruwell made a motion to approve the updates to the Strategic Plan as presented, which Matt Strom seconded. Discussion included areas of focus such as increased all-ages programming, increased Spanish resources / signage / programming inclusion, and a continuation of efforts to welcome people who are new to the community. The motion was carried unanimously.

Roll Call Vote (yes or no):

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

2. Review Borrowing Policy. Sunde presented the 2020 policy which covers the borrowing rules and procedures for STEM Kits and Telescopes. As this was recently developed, no changes were recommended. Rick Olesen made a motion to approve the policy as it stands, which was seconded by Kathy Knudson. No further discussion.

Roll Call Vote (yes or no):

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

3. Review Behavior Policy. Sunde presented the board with the existing policy, which was most recently updated in 2020 with the help of our City Attorney. She recommended no further changes at this time. Matt Strom made a motion to approve the policy as it stands, which was seconded by Alan Morphey. No further discussion.

Roll Call Vote (yes or no):

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

4. Review Safe Child Policy. Sunde presented the board with the existing policy, and recommended no further changes at this time. Matt Strom made a motion to approve the policy as it stands, which was seconded by Rick Olesen. No further discussion.

Roll Call Vote (yes or no):

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

**UPCOMING BUSINESS:**

1. Consider results of ADA worksheet
2. Consider updates to the Selection & Reconsideration Policies
3. Conduct a mock book challenge
4. Continuing policy review

**ADJOURNMENT:** Kathy Knudson made a motion to adjourn at 6:09 PM, which Rick Olesen seconded. No further discussion.

Roll Call Vote (yes or no):

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

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

**Respectfully submitted, Linda Wiegman, Co-Secretary**