

ESTHERVILLE PUBLIC LIBRARY BOARD MINUTES
Tuesday, November 7, 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, November 7th, 2023. President Lili Jensen called the meeting to order. Other board members present were Kathy Knudson (in person), Linda Wiegman (Zoom), Matt Strom (in person), Carla Ridout (in person), Stephanie Franzen Nelson (in person), Rick Olesen (in person), and Mark Gruwell (Zoom). Also present was EPL Director Tena Sunde (in person).

AGENDA: Matt Strom made a motion for approval of the agenda. The motion was seconded by Kathy Knudson. No further discussion.

Roll Call Vote (yes or no):

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

HIGHLIGHTS: Sunde shared notes regarding highlights from each area of the consent agenda for November. The minutes of the October meeting, bills, Director's report, and Circulation report were all detailed. Upcoming programming was discussed. Circulation for October was reviewed, showing 400 more visitors and 600 more circulations than at this point last year. Sunde reported on Staff Development Day, and other recent events.

DISCUSSION OF ITEMS PULLED FROM CONSENT AGENDA: None.

CONSENT AGENDA: Stephanie Franzen Nelson made a motion for approval of the Consent Agenda. This included the Minutes of the October, 2023 meeting, the November Bills, the November Director's Report, and the October Circulation Report. The motion was seconded by Rick Olesen. No further discussion.

Roll Call Vote (yes or no):

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

PUBLIC COMMENTS: None.

BRAINSTORMING: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

1. Consider Draft Capital Request for 2024-2025. Sunde shared a draft that included replacement computer equipment, an update to the Children’s Department copy machine, and paint for the final interior areas that have not been completed. Kathy Knudson made a motion to approve the draft request as presented, which Linda Wiegman seconded. No further discussion.

Roll Call Vote (yes or no):

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

2. Consider quotes for window blinds. Sunde was able to get two bids from local Hunter Douglas retailers which the board reviewed. Rick Olesen made a motion to approve the low bid coming from Interior Sewing by Lisa, which was seconded by Mark Gruwell. No further discussion.

Roll Call Vote (yes or no):

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

3. Review quotes for interior paint. Sunde presented the board with two quotes for the areas slated for interior paint this fiscal year. Matt Strom made a motion to approve the low bid coming from Burrell Paintint, which was seconded by Kathy Knudson. No further discussion.

Roll Call Vote (yes or no):

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

4. Review the Space Needs Worksheet. Sunde presented the board with the updated Space Needs Worksheet reflecting changes to the facility and usage since it was last utilized in 2020.
5. Review the proposed Collection Development Policy. Sunde presented the board with a draft policy that had been reviewed by both the Selection & Reconsideration Committee and also our City Attorney. This includes three American Library Association documents which are referred to within, and it is designed to replace the current Selection and Deselection Policies, if approved. Carla Ridout made a motion to approve the draft policy as presented, which Kathy Knudson seconded. A typo on the first page was noted during discussion.

Roll Call Vote (yes or no):

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

6. Review the proposed Statement of Concern. Sunde presented the board with a draft statement form that had been reviewed by both the Selection & Reconsideration Committee and also our City Attorney. The document clarifies the procedure for submitting concerns, and who is entitled to do so. It is designed to replace the current Request for Reconsideration, if approved. Rick Olesen made a motion to approve the draft as presented, which Stephanie Franzen Nelson seconded.

Roll Call Vote (yes or no):

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

7. Review proposed updates to the Library Board By-Laws. Sunde presented a draft edit to this document that coincides with a necessary clarification of procedure for public comment at board meetings. The draft had been reviewed by both the Selection & Reconsideration Committee and also our City Attorney. Matt Strom made a motion to approve the draft changes as presented, which Kathy Knudson seconded.

Roll Call Vote (yes or no):

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

8. Procedural considerations were discussed, and examples of book challenges were presented. No action was necessary.
9. Consider appointing an on-going Reconsideration Committee. It was noted that a potential appointment should include parameters such as the number of people, the length of their terms, and a set of procedures. This was tabled to the next meeting.

UPCOMING BUSINESS:

1. Consider results of ADA worksheet
2. Continuing policy review

ADJOURNMENT: Matt Strom made a motion to adjourn at 6:46 PM, which Rick Olesen seconded. No further discussion.

Roll Call Vote (yes or no):

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

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

Respectfully submitted, Stephanie Franzen Nelson, Co-Secretary