

**ESTHERVILLE PUBLIC LIBRARY BOARD MINUTES**  
**Tuesday, December 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 5:30 p.m. on Tuesday, December 5<sup>th</sup>, 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 (Zoom), Stephanie Franzen Nelson (in person), 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 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

**HIGHLIGHTS:** Sunde shared notes regarding highlights from each area of the consent agenda for December. The minutes of the November meeting, bills, Director’s report, and Circulation report were all detailed. Upcoming programming was discussed. Circulation for November was reviewed, noting that EBSCO stats were unavailable, and that while circulation was virtually the same as this point last year visits were higher. Sunde reported on recent events such as Lucy!, the Chocolate Walk, and TubaChristmas. Upcoming events such as a Holiday Make & Take, Going Bananas cookbook event, and a monthly ukulele group were discussed.

**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 November, 2023 meeting, the December Bills, the December Director’s Report, and the November Circulation Report. The motion was seconded by Stephanie Franzen Nelson. 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:**

1. Contracting cities. Sunde reported that bills were sent to our three current contracting cities in August, and that two had paid promptly (Gruver and Wallingford). Some board members were aware that Dolliver is transitioning leadership roles, so Sunde will reach out again and allow more time before ceasing availability of online resources.

**UNFINISHED BUSINESS:**

1. Consider the appointment of a standing Reconsideration Committee. This item was tabled from last month’s meeting due to time constraints. Rick Olesen made a motion to appoint a standing Reconsideration Committee that would include Lili Jensen, Mark Gruwell and Matt Strom, which Kathy Knudson seconded. Discussion followed. Matt Strom asked if it would be a three-person committee and expressed that he would be available to serve. Sunde expressed that it would be beneficial to have the committee in place before a need might arise. Kathy Knudson asked the time frame for committee meetings, and those present felt the committee would only meet as needs arise regarding challenges or policy updates. Stephanie Franzen Nelson then moved to amend the original motion to include the limitation of a three-year term, which Kathy Knudson 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

**NEW BUSINESS:**

1. Consider Draft Budget Request for 2024-2025. Sunde shared a draft that maintains the same bottom line across non-personnel / non-capital line items for both the remainder of this fiscal year and the next with minor shifting of amounts between line items. Mark Gruwell made a motion to approve the draft request as presented, which Kathy Knudson seconded. During discussion Kathy Knudson stated she was comfortable with the request as proposed. Sunde reminded board members that salary and benefits line items are determined by the city.

Roll Call Vote (yes or no):

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

Mark Gruwell asked that item number two (Consider quotes for replacement computers) be moved to the end of the agenda so he can exit the meeting before it is discussed.

2. Review the Confidentiality of Library Records Policy. Sunde has sent a portion of this policy to the city attorney for review and, and she has not yet had time to address it. This item will be tabled to next month.
3. Review the Charges for Lost and Overdue Materials Policy. Sunde reminded the board that no fines have been charged since 2014, and recommended that the \$1 fee (in addition to replacement cost) for lost or damaged material replacement be clarified to show that this is for processing. Stephanie Franzen Nelson made a motion to approve the proposed revision, which was seconded by Matt Strom. Nelson stated that she felt this clarification is helpful.

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 Emergency Procedures Policy. Sunde shared areas for potential revision, including adding Emmet County Emergency Management and the Emmet County Sherriff's Department to the organizations consulted for information during weather emergencies. Evacuation meeting place options were revised to include the courthouse lawn. Removal of the mention of an "all-clear" signal following a tornado alarm was discussed, as Estherville does not sound an "all-clear." A mention of locking doors was recommended to be revised to state "if it is safe to do so." During power failure staff would use flashlights to direct patrons in dark spaces instead of just the two spaces currently mentioned. Rick Olesen made a motion to approve the policy with the recommended revisions, which Stephanie Franzen Nelson seconded. Jensen questioned the locking of doors, citing a concern for people outside who may need to seek shelter. Sunde clarified that these would be interior doors into areas with collections, not the exterior doors.

Roll Call Vote (yes or no):

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

Mark Gruwell exited the meeting citing the fact that his business partner had submitted a quote for the equipment to be discussed next. Sunde verified that Gruwell had not been involved in the correspondence related to the quote.

5. Review quotes for replacement computers. Sunde presented the board with quotes for two laptops and an iPad mini from GCS Tech and Smart Technology Team Solutions. GCS Tech's quote was \$200 under the budgeted amount while Smart Technology Team Solutions came in \$450 over. Matt Strom made a motion to approve the low bid from GCS Tech, which Kathy Knudson seconded. Discussion: Knudson asked about going back to Smart Technology to re-bid with less storage. Sunde clarified that both vendors were given the same specs at the outset. Olesen and Knudson both stated that they were comfortable with the low bid as additional storage was not needed.

Roll Call Vote (yes or no):

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

#### **UPCOMING BUSINESS:**

1. Consider results of ADA worksheet
2. Confidentiality Policy review

**ADJOURNMENT:** Rick Olesen made a motion to adjourn at 6:18 PM, which Matt Strom 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, January 2, 2024, at 5:30 PM via Zoom or in-person.**

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