

Library Board Minutes Feb. 23, 2021

I. Meeting began at 3:56pm

Attending: Librarian Eva Gaydon, Pres. Chuck Hunt, City Liaison Wendy Cole, Sec. Cindy Lyon, Cty. Admn. Mary Kennedy
and new members Dar Holmseth, Jacqui Dikken and Judy Orvedal

II. Welcome new board members, Dar Holmseth, Jacqui Dikken and Judy Orvedal
(absent Sandy Hanson)

Review of Trustees handbook, establishing the L. Brd. It is a governing Brd. not an advisory Brd. The duties include budget and spending along with review by City Council,. The Brd. is in charge of hiring and firing of all library employees. One member is allowed out of city limits - Cindy Lyon. Board meets every other month, with exception of special meetings called and normally on the 2nd Tuesday at 4pm. It was also established that Wendy Cole - City Liaison does vote.

III. Approve Minutes from both Jan. 12th and Feb. 1st meetings

Motion by Cole

2nd by Holmseth

Yea/Nae passing unanimously

IV. Approve Bills, with review and educated all on what the categories are

Motion by Lyon

2nd by Orvedal

Yea/Nae passed unanimously

V. Director's Report 2020 Year in Review

Eva handed out information for the review and Q/A on items were discussed

Discussion of hours @ 40 now and hope to expand to the norm of 52 in the near future

March - July Eva oversaw all the functions of the library singlehandedly. She took care of orders and delivery of materials.

Circulation was down 40% due to the closed time and lesser hours with the Covid issues. Wifi usage increased considerably.

Movies, I-pad and Ebooks up 27%

No Motion was acted on for the Report

VI. FOL Update shared by Lyon FOL member and Tea coordinator. The tea normally sat 4 per table and the FOL served the guests.

With the pandemic they hosted a "come and go". It was a great success with about 30-35 attendees.

There was a great variety of sweets and savories packaged individually and decorated nicely. \$500 plus was taken in as donations and \$500 plus for memberships. The treasures complete report will be at the next FOL meeting..

Lyon mentioned to the main FOL group about covering the cost of the color portion of the visitors guide which is about \$100.00.

The Ladies - Robinson, Bittinger, Clark and Queensland agreed. FOL committee will vote at the next FOL meeting in March.

VII. Old Business

a. Parking Lot renovation Timeline and target dates

An overview of the parking lot project was made and Q/A from the new members.

The Library is working along with the City

and the Parks Dept and City planner Wes Brown on the costs and the plans. The green space made for saving over a completely new asphalt lot.

The new 2021 budget allows an additionally \$5K for developing the green space.

The targets need to be set. Hunt stated hoping for spring/summer activity with a PLAN. The plans include the new Sprout,

table, benches, trees, and annuals and perennials. Also, possibly a gazebo/pergola and pots similar to the ones on Main.

Considerations of foot traffic, mowing and snow removal al need to be taken in to consideration as well.

b. Review library board responsibilities & duties

It was decided to table this for the next meeting as to include Hanson.

VII. New Business

a. Library staffing new hires

There are 2 openings to fill, both Gaylord and Kittelson's positions. Eva shared the info on the applications for the positions

open at the library. She weeded out and the top apps were circulated about for review and discussion. Eva will interview

and will send out an email inviting those (2) to assist or sit in on the interviews.

Pres. Hunt stated he will try to attend all.

b. 2021 goals parking lot, etc.

Kudos to Wes Brown were shared for his assistance in the planning of the parking lot once the project was added in to the plan/budget for 2020. Past member Randal Anderson with Eva drew up the square foot plan for the group to make mappings of the plantings etc. for an idea of the LOOK going forward.

Lyon shared her colored plan and Hunt his. It was decided we need to have a committee and met separately.

We need hard info on costs, numbers, plants etc. to be able to move forward successfully.

Suggestions were made for wheel chair assessable table/paths, solar lights and applying to the BEFC for a grant with cost assistance as well.

AARP - Interfaith grant option shared by Cole is an option as well. It is an unlimited ask, which we could ask for \$5K and hope for that or less.

The Covid/CARES grant

The library qualified with the expanding of space for the wireless access upgrades paid for via the City with the CARE\$

Lyon, Holmseth and Gaydon will meet Monday, March 1st at the library with Gaydon to get a plan in order for the next board meeting in March.

VIII. Other

a. Review library hours

In the past the newspaper readers were the first patrons at opening of 10am. Now with the 11am opening the patrons have slowly been returning for materials and computer use. The hours are 11a-7p M-W-F and 1-7p Tu and Thr. and 11a - 3p Sat.

Eva would like to soon see with the new staffing hires a 11a-7p weekly.

b. HOOPLA

Eva handed out an option for a trial of the HOOPLA this is an opportunity for patrons to sign in for additional usage via the library.

Wbgo. and Martin Cty. libraries have this. You can checkout 50 items per month for a cost of 34cents up to a top of \$3.99, per patron.

Eva will send the link for review and trial. We (the board) are reviewing Hoopla with a trial. Pricing and checkouts can be customized by the library.

IX. Adjournment

Motion by Dikken

2nd by Holmseth
passed unanimously at 5:25pm
Respectfully, Secretary Cindy Lyon