

ESTHERVILLE PUBLIC LIBRARY BOARD MINUTES
Tuesday, July 7, 2020

*This meeting was held online due to the library's closure
for the COVID-19 Pandemic since March 16th, 2020,
and partial re-opening for limited services since June 15, 2020.
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 5:32 p.m. on Tuesday, July 7th, 2020 with all those present attending via Zoom. President Lili Jensen called the meeting to order. Other board members present were Linda Wiegman, Stephanie Franzen Nelson, Kyle Steffen, Joe Gregori, and Mark Gruwell. EPL Director Tena Hanson was present as well.

AGENDA: Joe Gregori made a motion for approval of the agenda. The motion was seconded by Mark Gruwell. No further discussion.

Roll Call Vote (yes or no):

Lili Y Kathy___ Linda Y Pablo___ Molly___ Stephanie Y Kyle___ Joe Y Mark Y

HIGHLIGHTS: Hanson shared notes regarding highlights from each area of the consent agenda for July. The minutes, bills (including end-of-year submissions), Director's report, and Circulation report were all detailed. Upcoming programs for July have been moved online, canceled, or postponed due to the continued closure. Circulation for June was affected by the closure which began on March 16th, but reflects curbside and online services, in addition to in-person services which we began on June 15th. Some stats were unavailable either due to Internet problems we experienced today or issues with the service provider (BRIDGES and Wifi stats). Not surprisingly, BRIDGES and RB Digital magazines stats are higher than usual.

DISCUSSION OF ITEMS PULLED FROM CONSENT AGENDA: Linda Wiegman noted that the minutes show a numbering error in the re-opening plan.

CONSENT AGENDA: Joe Gregori made a motion for approval of the Consent Agenda with the correction to the numbering error in the minutes. This included the Minutes of the June 2, 2020 meeting, the July 7, 2020 Bills and June end-of-year bills, the July Director's Report, and the June Circulation Report. The motion was seconded by Mark Gruwell. No further discussion.

Roll Call Vote (yes or no):

Lili Y Kathy___ Linda Y Pablo___ Molly___ Stephanie Y Kyle___ Joe Y Mark Y

PUBLIC COMMENTS: Board CE hours were due the end of June. Seven board members have completed all requirements, one has resigned due to taking a position in another community, and one has been contacted by Tena about finishing as soon as possible.

BRAINSTORMING: Consider Sweet Corn Days planned closure. Now that Sweet Corn Days is canceled, we need to determine whether to honor our original intent to close that first Saturday in August, taking no action, or to change our list of closures for the year and be open that day. Staff prefer

to retain the closure and work if they choose (completing projects while closed). Concerns over poor attendance were cited, as the closure had already been announced before the event was canceled. Board members present decided to take no action and continue with the closure as planned.

Discuss summer hours and procedures. Now that a discrepancy in the city's Labor Agreement has been clarified, it would be possible for library staff members to return to their original schedules. Hanson recommends retaining the current open hours through the summer, so as not to continually change things for our members, and also to allow staff to prepare for coverage of three floors (entry included) before our schedule changes yet again. Board members present were in agreement that the present schedule of open hours should be maintained through the summer.

Brainstorm a replacement for Kyle Steffen. Steffen has accepted a position in another community, and will no longer be able to serve on our board. Those present helped develop a list of possible replacements, and Hanson will begin reaching out to assess their interest following the meeting.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

1. Election of Officers. The Current slate of officers includes Lili Jensen, President; Kathy Knudson, Vice-President; Stephanie Franzen Nelson, Co-Secretary; and Linda Wiegman, Co-Secretary. Those present agreed to serve another term. Mark Gruwell made a motion to continue with the present slate of officers, which Joe Gregori seconded. No further discussion.

Roll Call Vote (yes or no):

Lili Y Kathy___ Linda Y Pablo___ Molly___ Stephanie Y Kyle___ Joe Y Mark Y

2. Consider adoption of City Labor Agreement. The updated document was not yet available, so this will be tabled to the next meeting.
3. Review Board Bylaws. Hanson recommended one change to the By-Laws reflecting our current slate of officers: remove the listing for a Co-VP and replace that with a Co-Secretary. Joe Gregori made a motion to approve the By-Laws with the recommended amendment. Linda Wiegman seconded the motion.

Roll Call Vote (yes or no):

Lili Y Kathy___ Linda Y Pablo___ Molly___ Stephanie Y Kyle___ Joe Y Mark Y

4. Review Genealogy Policy. No changes were recommended, so no action was needed.
5. Review Payment of Dues Policy. No changes were recommended, and no action was needed.
6. Review Policy on Charges for Lost and Overdue Materials. No changes were recommended, and no action was needed.

UPCOMING BUSINESS:

- Continual policy review

ADJOURNMENT: Joe Gregori made a motion to adjourn at 6:05 PM, which Stephanie Franzen Nelson seconded. No further discussion.

Roll Call Vote (yes or no):

Lili Y Kathy ___ Linda Y Pablo ___ Molly ___ Stephanie Y Kyle ___ Joe Y Mark Y

Next meeting will be on Tuesday, August 4th, 2020, at 5:30 PM via Zoom.

Respectfully submitted, Linda Wiegman, Co-Secretary