

**ESTHERVILLE PUBLIC LIBRARY BOARD MINUTES**  
**Tuesday, November 1, 2022**

*This meeting was held both in person at the EPL Sanborn 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 1<sup>st</sup>, 2022. President Lili Jensen called the meeting to order (in person). Other board members present were Kathy Knudson (in person), Linda Wiegman (Zoom), Matt Strom (in person), Carla Ridout (in person), Stephanie Franzen Nelson (Zoom), Alan Morphew (Zoom), Joe Gregori (Zoom), 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 Alan Morphew. No further discussion.

Roll Call Vote (yes or no):

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

**HIGHLIGHTS:** Sunde shared notes regarding highlights from each area of the consent agenda for November. The minutes of the October regular meeting, bills, Director's report, and Circulation report were all detailed. An update was offered regarding the 2022 membership drive for the Friends. Upcoming programming was discussed. Circulation for October was reviewed. The Imagination Library project is now at 180 children. Sunde offered updates regarding the meteorite and the HVAC fencing, as well as progress on the Community Room project and fundraiser (demolition began today).

**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 October 4<sup>th</sup> meeting, the November 1<sup>st</sup> Bills, the November Director's Report, and the October Circulation Report. The motion was seconded by Joe Gregori. No further discussion.

Roll Call Vote (yes or no):

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

**PUBLIC COMMENTS:**

Sunde had received a message from Roy Gage inquiring about holding gallery showings featuring local artists and photographers at the library. She then surveyed other libraries to see how they handled issues of selection of artists, the sales aspect, and the details related to the timing and protection of their displays. Several board members expressed interest in exploring the possibility, so she will bring a sample policy to the next meeting for discussion.

**BRAINSTORMING:**

1. Begin considering updates to the Community Room policy following renovation. Points to review include use of the kitchen, new technology, and whether our current method of taking reservations is the best way to make the space available on an equitable basis. More to come at future meetings.
2. Consider adding old projector for circulation. The projector that we replaced last year was not added to the recent public surplus auction because staff felt it might be more useful as a circulating item. Board members present felt that no major replacement fee would be necessary as it would have been a discarded item, and expressed interest in allowing it to be used in this way for as long as it (or the bulb) lasts. Sunde will bring a sample policy update to a future meeting.
3. Discussion of patron hygiene concerns. Sunde described a persistent issue that has worsened in severity and is driving away other users. She's been looking into services that might help such individuals and has struggled to find much available. Further leads will be followed and she will report back at future meetings. Staff have observed an increase in homeless and other individuals who are without adequate utilities or resources, and would like to have a network of places to refer them for basic needs.
4. Discussion of director salary survey. The City is going through the process of reviewing salaries, and their Finance Director has reached out to Lili Jensen for input regarding our director position. Those present (the full board) discussed what they would like to see included in the rationale sent back to the city, and Jensen will work on a draft to share with the others for review before responding with her recommendation.

**UNFINISHED BUSINESS:** None.**NEW BUSINESS:**

1. COVID-19-related considerations. None.
2. Consider capital budget request form items. Sunde presented a list of potential items for both capital outlay and capital improvements for the next fiscal year. These included replacement laptops, a replacement iPad mini, the next phase of interior painting, and window blinds for the children's department. Sunde was still seeking pricing for a replacement smoke detector alarm system, and will include that if possible. Kathy Knudson made a motion to forward the request along to the city, which Mark Gruwell seconded. No further discussion.

Roll Call Vote (yes or no):

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

**UPCOMING BUSINESS:**

1. Approve draft budget request for 2023-2024 – December meeting
2. Consider interior paint quotes
3. Consider replacement computer quotes - 2023

**ADJOURNMENT:** Alan Morphew made a motion to adjourn at 7:00 PM, which Stephanie Franzen Nelson seconded. No further discussion.

Roll Call Vote (yes or no):

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

**Next meeting will be on Tuesday, December 6, 2022, at 5:30 PM via Zoom or in-person.**

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