

*Board of Trustees Minutes
Two Harbors Public Library
Tuesday, December 7, 2021*

The meeting of the Board of Trustees, Two Harbors Public Library, was called to order by President Dean Paron at 5:00 on Tuesday, December 7, for the regularly scheduled meeting. The following members were present: Michelle Golden, Sharon Lind, Tina Linn, Dean Paron, Jackie Rennwald, Patty Tofte, John Weidner and Library Director, Madeline Jarvis. Absent Amanda Houle and Karen Johnson.

Appearances: Also present was Cheryl Passe, a potential Board member.

The **Minutes** of the previous meeting of November 2, 2021 were presented. Hearing no additions, changes or corrections Mic/Sharon moved to accept. Motion carried.

The **Bills** for November 2021 were delayed. Dean/John moved to table this presentation until Madeline is able to clarify a question she had about charges. We will consider November with the December bills at the January meeting.

The **Financial Report** for year-to-date through November 2021 was presented to the board for approval. John moved and Tina seconded that the report be accepted as presented and placed on file. Motion carried.

The **Librarian's Report** for November 2021 was presented. John/Mic moved to accept. Motion carried.

Committees:

Finance Committee:

Building Committee: This group had been communicating during the revelation and problem solving of some structural damage discovered in the Men's Restroom. Repairs originally scheduled for 2024 have been pushed up to 2022 and will include needed ADA modifications and enhancements.

Art Committee: The Art Committee had met prior to the regular meeting to look over 5 submissions for display during 2022. A schedule is planned through the end of October 2022 and Committee members will be contacting the individual artists to make the arrangements. Still looking for an artist or group to consider exhibiting in November and December.

Two Harbors Public Library Fund Committee: This group had met and took some decisive action. Mic shared the letter that was composed to send out to Friends of the Library and anyone else who would be interested and responsive. The DAC was helpful preparing envelopes for mailing. Board members took some to distribute because the goal of New Year's Day 2022 is fast approaching.

Personnel Committee:

Old Business:

- Madeline provided an update on grants. American Rescue Plan, Construction Project Grant for the roof, LSTA, ALS Mini Grant, Rudberg.
- Brief discussion of Board recruitment and retention.
- Brief discussion of Director Contract Update
- Financial Reserves Policy has been considered and it was moved by John/Mic to change the

minimum amount to be held in the operating reserve to 25% instead of 50% as a more realistic goal. It was then moved by John/Tina to approve the Financial Reserves Policy as presented with this change. Motion carried.

- 2022-2024 Strategic Plan Draft was shared in the packet and a separate meeting to address the Plan was scheduled for January 11 from 5:00-6:30.

New Business

- Discussion about annual salary increases and vacation carryover for the Library Technicians based on the 2022 Budget that had been approved at the December 6 City Council meeting. It was moved by Mic/John to approve the salaries as presented. Motion carried. It was also decided to look at how this will be assessed in future years. Madeline has been in discussion with Americorps VISTA staff to discuss partnership opportunities on summer staffing support.
- After looking at the Meeting Room Policy it was moved by Dean/Jackie to approve the changes necessary to enter into a temporary agreement with the Department of Public Safety for them to use the meeting room January-April 2022 on the 1st and 3rd Tuesdays from 9-12 noon. Motion carried.
- Items on the agenda tabled were metrics for virtual meetings, a review of online resources and an inclement weather policy.

The next regular meeting will be Tuesday, January 4, 2021, 5:00 pm.

At 6:55 Jackie/Sharon moved to adjourn. Motion carried.

Respectfully submitted,

Patricia Tofte, Secretary