

# **Two Harbors Public Library Board of Trustees**

## **Regular Meeting**

### **Tuesday, March 1, 2022**

#### **Call to Order**

The regular meeting of the Two Harbors Public Library Board of Trustees was called to order by Board President Dean Paron at 5:09 pm on Tuesday, March 1, 2022 for a regularly scheduled meeting. The following board members were in attendance: Dean Paron (Board President), John Weidner (Board Vice-President), Karen Johnson, Sharon Lind, Amanda Houle, and Madeline Jarvis (Library Director). Absent: Michelle (Mic) Golden, Tina Linn, and Cheryl Passe.

#### **Minutes**

The Minutes of the previous meeting of February 2021 were presented. Hearing no addition, changes, or corrections from the Board, Dean approved the minutes.

#### **Bills**

The Bills for 01/01/2022-02/15/2022 were presented. John/Karen moved to accept and pay the presented bills. Motion carried.

#### **Financial Report**

The Financial Report through 02/27/2022 was presented. Madeline clarified and commented on the CIP funded restroom repairs in the budgeted amount of \$70,000 as well as the roof replacement budgeted in the amount of \$45,000 (including a \$22,500 matching grant) with a current bid returned of \$57,000. Dean/Karen moved to accept the Financial Report. Motion carried.

#### **Librarian's Report**

The Librarian's Reports (both data and narrative) for February 2022 were presented. Madeline shared that staff will be adding a mobile printing option in the near future. Sharon/John moved to accept. Motion carried.

#### **Committee Reports**

- No committees met in February.
- Patty Tofte & Madeline did exchange the artwork on behalf of the Art Committee.
- At the City meeting prior to this Board meeting, the City Council reshuffled their committee assignments. Mayor Chris Swanson will replace Jackie Rennwald as our City Council representative on the Library Board.

#### **Old Business**

- **2022-2024 Strategic Plan**  
Sub-group Reports

- Sharon outlined how the Board can build a resource hub for Board members using Google Drive and starting with our current documents and then filling in with historical records.
- Dean shared that he and Madeline had a good discussion regarding branding and logo so that we have enough information to seek out a graphic designer.
- Karen shared the Board commitment documentation. Further discussion/approval moved to the April meeting.
- **COVID**  
Discussed meeting room use with changing COVID landscape. Staff are planning for the Friends of the Library to host a booksale in the meeting room in April.

### **New Business**

- **Bathroom Updates/Issues/Planning**
  - ADA Accessibility is an issue that needs to be addressed.
  - Loose tiles resulting from moisture seeping in through the east wall needs to be addressed. Options include a retaining wall on the east side of the building.
  - Flushing/sewer issue needs to be addressed. The old sewer trap has degraded to the point of needing repair. Options include digging up the floor in the archives room to replace pipe, rerouting the sewer lines to the new sewer in the addition and digging up the utility room floor, or relining the pipes in place (if possible). Madeline and the Board are in agreement that whatever options are feasible, that we certainly look for the long term option instead of a “quick fix” type of option.
- **VISTA**  
Madeline presented information outlining the VISTA grant that she received on behalf of the Library for additional summer staffing. There is a June 1 start date for the two positions that will last 10 weeks. The Library will be responsible for \$500/person as part of their stipend. Madeline would like to explore the idea of Saturday hours in the summer. Amanda provided some background on Saturday hours that, prior to COVID, Saturday hours were only in the school year and were hit and miss regarding patronage. If this VISTA grant works well, there may be further opportunity for a 10 month position at a later time.

### **Next Meetings**

Tuesday, May 3, 2022 @ 5:00p – THPL Board Meeting & Annual THPL Board Meeting

### **Adjourn**

Sharon/John moved to adjourn the meeting at 6:23. Motion carried by consent.

Respectfully Submitted,  
Amanda Houle, Secretary Pro Tem