

Two Harbors Public Library Board of Trustees

Regular Meeting

Tuesday, April 5, 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 5:11 pm on Tuesday, April 5, 2022 on the upper floor on the Library for a regularly scheduled meeting. The following board members were in attendance: Dean Paron (Board President), Michelle (Mic) Golden, Cheryl Passe, Sharon Lind, Amanda Houle, and Madeline Jarvis (Library Director). Absent: John Weidner (Board Vice-President), Chris Swanson, Tina Linn, and Karen Johnson.

Minutes

The Minutes of the previous meeting of March 2022 were presented. The minutes were approved with a correction to the list of future meetings to include the April 2022 meeting. Cheryl/Mic moved to accept the minutes with correction. Motion carried.

Bills

The Bills for March 2022 were presented. Mic/Sharon moved to accept and pay the presented bills. Motion carried.

Financial Report

The Financial Report for March 2022 was presented. Mic/Sharon moved to accept the Financial Report. Motion carried.

Librarian's Report

The Librarian's Reports (both data and narrative) for March 2022 were presented. Madeline shared that weeding projects are moving along well, there are plans to hire both the library aide position and the Vista positions in the near future, planning for the summer and programming partnerships has started, and there will be some further research into lost item and processing fees with the dual goals of removing barriers and standardizing across ALS libraries. Mic/Cheryl moved to accept. Motion carried.

Committee Reports

- No committees met in February.

Old Business

- **2022-2024 Strategic Plan**

Sub-group Reports

- Goal to have initial resources gathered by the annual meeting.
- Logo work & initial fonts are in progress
- Board commitment draft document was presented for continued review.

- There is currently 1 vacancy on the Board.
- The Board would like to consider making Policy Review a standing committee – will revisit at the annual meeting.
- **Saturday Hours**
 - At the next meeting, we will address a request to pilot extra Saturday hours (depending on staffing).

New Business

- **Meeting Cadence**
 - Based on conversations over the last few meetings, the Director and the Board would like to consider moving the monthly Board Meeting from the 1st Tuesday of the month to the 2nd Tuesday of the month. This would allow the staff more time to prepare the end of month reports for the Board. Any change would require a 2/3 majority attendance of the Board.
- **Annual Board Meeting**
 - The Director asked Board members of any required documentation or agenda items for the Annual Meeting in May. Board Members reiterated that the Annual Meeting follows the regular May meeting and does not require extensive documentation.
- **Summer Meetings**
 - The Board discussed the continuation of the summer break from Board Meetings. Historically, the Board has not met in the months of July and August. At this time, Board Members would like to revisit the tradition and continue regular meetings during the summer months. Mic/Sharon moved to reaffirm, in accordance with the bylaws, monthly year-round meetings. After discussion, Cheryl requested to table the discussion until the Annual Meeting. Discussion tabled.
- **Librarian's Report**
 - The Librarian's Report will be renamed the Library Director's Report.

Next Meetings

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

Adjourn

Sharon/Dean moved to adjourn the meeting at 6:05. Motion carried by consent.

Respectfully Submitted,
Amanda Houle, Secretary Pro Tem