

# **Two Harbors Public Library Board of Trustees Meeting Tuesday, December 6 2022**

## **Call to Order**

A meeting of the Two Harbors Public Library Board of Trustees was called to order by Board President Dean Paron at 5:02 p.m. pm on Tuesday, December 6, 2022. The following board members were in attendance: Dean Paron (President), John Weidner (Vice President), Sharon Lind (Secretary), Amanda Houle, Karen Johnson, Cheryl Passe (via Zoom), Jamie Sisson, Daniel Thewis, Madeline Jarvis (Library Director), and Dean Paron (President-- late). Absent: Jackie Renwald (City Council Representative). Also present was Jay Cole (Two Harbors Mayor candidate). The meeting was paused for Zoom technical issues and resumed at 5:08 p.m.

## **Minutes**

The Minutes of the previous meeting of Tuesday, October 4, 2022, were presented. Hearing no additions, changes, or corrections, the Minutes were approved.

## **Bills**

The bills for October/November 2022 were presented. Amanda/John moved to accept and pay the presented bills. Motion carried.

## **Financial Report**

The Financial Report for September-November 2022 was presented. Karen/Amanda moved to accept the Financial Report. Motion carried.

## **Committee Reports**

- **THPL Fund** (Fifty to the Finish) – Going strong – just received a \$500 donation! We have 14 donations and once we reach 50 donors, FOL offered to provide funds to fully endow the Fund
- **Personnel** – updated Personnel Manual – committee moved to accept changes

## **Liaison Reports**

- **Friends of the Library** – see updated under Committee Reports
- **City Council** – City Council approved recommendation for new Board member, Daniel Thewis and Jamie Sisson. They will appoint a new City Council Rep in January.

## **Librarian's Report**

The Librarian's Reports for October-November 2022 (both narrative and data) were presented. Sharon/Amanda moved to accept both reports. Motion carried.

### **Unfinished Business**

- **Blandin Grant Update** - \$100,000 available on 12/08/22. Will figure out scope of work/meet with contractors. Will have a more solid action plan in February.

### **New Business**

- **2023 Budget** – City Council approved our 2023 budget. Amanda/Karen moved to approve with minor correction of seasonal employees. Motion carried.
- **2023 Personnel Manual Revisions** – edits reviewed by Patty Nordean/HR. Amanda/John moved to accept with revisions. Motion carried.
- **Collection Development Policy Review** – Material Selection Policy renamed as Collection Development Policy with revisions. Amanda/Karen moved to accept with revisions. Motion carried,
- **Animals in Library Policy Review** – Service Animals Policy renamed as Animals in Library Policy with revisions. Sharon/Daniel moved to accept with revisions. Motion carried.
- **Patron Privacy Policy Review** – Amanda/John moved to accept this policy. Motion carried.
- **Board Resignation** – Dean/John motion to accept, with regrets, Michelle “Mic” Golden’s resignation. A card was passed around to sign.
- **Vacation Carryover** – Two employees would like to carry over vacation hours into 2023. Amanda/Dean moved to allow Nicole Anderson to carry over 40 hours of vacation to be used by the end of 2023. Motion carried. Amanda/Dean moved to allow Madeline Jarvis to carry over 24 hours of vacation to be used by the end of 2023. Motion carried.
- **Service Desk Renderings** – brief discussion on service desk renderings

### **Next Meeting**

Tuesday, January 10, 2023 @ 5:00pm – THPL Board Meeting

### **Adjourn**

John/Karen moved to adjourn the meeting at 6:16 p.m. Motion carried by consent.

Respectfully Submitted,  
Sharon Lind, Secretary