

# Two Harbors Public Library Board of Trustees Meeting

## Tuesday, April 11, 2023

### Call to Order

A meeting of the Two Harbors Public Library Board of Trustees was called to order by Board President Dean Paron at 5:00 p.m. pm on Tuesday, April 1, 2023. The following board members were in attendance: Dean Paron (President), Sharon Lind (Secretary), Daniel Thewis, Cheryl Passe, Jamie Sisson, Karen Johnson, Madeline Jarvis (Library Director), and Uriah Hefter, Two Harbors City Council representative. Also present was Kay Anderson, Vice President of Friends of the Two Harbors Public Library. Absent: Amanda Houle and Jody Zastera.

### Minutes

The Minutes of the previous meeting of Tuesday, March 14, 2023, were presented. Hearing no additions, changes, or corrections, the Minutes were approved.

### Bills

The bills for March 2023 were presented. Sharon/Cheryl moved to accept and pay the presented bills. Motion carried.

### Financial Report

The Financial Report for March 2023 was presented. Sharon/Cheryl moved to accept the Financial Report. Motion carried.

### Liaison Reports

- **Friends of the Library** – The annual meeting is on April 26, 2023. On May 18-20, 2023, another book sale will be held at Lakeview Hospital. They are looking for ideas for locations to have other pop-up book sales.
- **City Council** – Budget season starts in October – come up with ideas doe stuff the library may need.

### Librarian's Report

The Librarian's Report for March 2023 (both narrative and data) were presented. Sharon/Cheryl moved to accept both reports. Motion carried.

### Unfinished Business

- **Grant pre-approval workflow** – Looking for workflow for approving grants that do not require a match (up to \$5,000) and would not require pre-approval by the City Council. A motion was made, with parameters, within normal operating procedures to give the Library Director approval to apply for grants, for up to \$5,000, without pre-approval by the Two Harbors City Council. Dean Paron moved and Karen Johnson seconded. Motion carried.

**New Business**

- **Behavior Policy Review** – Sharon/Daniel moved to accept this revised policy. Motion carried.
- **Library Hours Discussion** – Discussion was had about changing library hours to possibly add Saturdays to the schedule. Madeline will do some more benchmarking with other libraries of similar size across the state about staffing models and schedules. There was also discussion about adding outdoor lockers or 24-hour library “vending machines”.

**Next Meeting**

Tuesday, May 9, 2023 @ 5:00pm – THPL Board Meeting

**Adjourn**

Dean/Sharon moved to adjourn the meeting at 6:00 p.m. Motion carried by consent.

Respectfully Submitted,  
Sharon Lind, Secretary