

Two Harbors Public Library Board of Trustees

Regular Meeting

Tuesday, January 4, 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 5:05 pm on Tuesday, January 4, 2022 for a regularly scheduled meeting. The following board members were in attendance: Dean Paron (Board President), Karen Johnson, Sharon Lind, Michelle (Mic) Golden, Amanda Houle, Tina Linn, and Madeline Jarvis (Library Director). Also in attendance: Cheryl Passe. Absent: John Weidner (Board Vice-President) and Jackie Rennwald.

Minutes

The Minutes of the previous meeting of December 7, 2021 were presented. Hearing no addition, changes, or corrections, Mic/Sharon moved to accept. Motion carried.

Bills

The Bills for November 2021 and December 2021 were presented. Sharon/Karen moved to accept and pay the presented bills. Motion carried.

Financial Report

The Financial Report through December 2021 was presented. Amanda clarified that, at the time of purchase, the HEPA air filters and other expenses under the "Extraordinary Expense" category were slated for reimbursement by federal funding. Madeline will follow up with City Hall. Mic/Karen moved to accept the Financial Report. Motion carried.

Librarian's Report

The Librarian's Reports (both data and narrative) for December 2021 were presented. Madeline shared that the budgeted amount for the roof replacement over the new addition is \$45,000 with ½ being paid by grant. However, the only quote that has been received so far is for \$56,000. Dean and Mic requested further reported data to include more historical circulation data. Karen/Sharon moved to accept. Motion carried.

Committee Reports

No committees met in December.

Old Business

- Board Recruitment and Retention
Patty Tofte, Board Secretary, has submitted her letter of resignation from the Board. The Board would like to thank Patty for her years of service as secretary and regretfully accepts her resignation. A new secretary will need to be elected at the Annual Board Meeting. Dean/Mic moved to accept. Motion carried.

- **2022 Budget**

Vacation Carryover: Emily Savageau has requested to carry 40 hours of vacation over from 2021 to 2022. This issue arises due to her employment anniversary date being very late in the calendar year. Mic/Sharon moved to accept. Motion carried.

Salary Increases: Madeline presented the Board's proposal for salary increases. Mic/Dean moved to reaffirm the Board's December 7, 2021 vote to increase library technician wages by 5% for 2022. Motion carried.

- **2022-2024 Strategic Plan**

The Library Board is scheduled to meet on January 11th to discuss the 2022-2024 Strategic Plan. In order to maximize our time together, we will use a tool called Padlet. Board members can bring their own devices and Madeline will provide the Library's chromebooks for Board members to use as well.

- **Director's Hours**

Karen/Amanda moved to retroactively reaffirm the restoration of the Director's hours to 40 hours per week effective as of the signing of the Supervisory Contract on December 13, 2021. Motion carried.

New Business

- **Metrics for Virtual Meetings**

Madeline would like to work with the Board to establish some benchmarks for the Board to help determine whether the Board meets in person or virtually. Board members agree that hybrid meetings are not efficient or effective at ensuring that all Board members can participate fully in the meeting. Madeline will look to peer libraries for benchmarks.

- **Review HVAC Service Contract**

Madeline presented the HVAC service contract from UHL for the 2022 calendar year. There will be a 3.5% cost increase with similar terms to prior contract. Mic/Karen moved to accept the proposed contract. Motion carried.

- **COVID Responsive Library Programming**

The Library Director and the Board recognize that programming is an integral part of the services that the Library provides for the community. Madeline would like to establish and further clarify the metrics that the Library uses to determine the type of programming that the Library can offer with respect to local the local COVID situation. Madeline will look to peer libraries to begin gathering metrics for in person programming, asynchronous programming (like take and make kits), and independent meeting room use.

Next Meetings

Tuesday, January 11, 2022 @ 5:00p – Strategic Planning

Tuesday, February 1, 2022 @ 5:00p – THPL Board

Tuesday, March 1, 2022 @5:00p – THPL Board

Adjourn

Mic/Sharon moved to adjourn the meeting at 6:13. Motion carried by consent.

Respectfully Submitted,
Amanda Houle, Secretary Pro Tem