

Board of Trustees Minutes
Two Harbors Public Library
Tuesday, January 5, 2021
5:00 P.M.

The virtual meeting of the Board of Trustees, Two Harbors Public Library, was called to order by President Dean Paron at 5:00 on Tuesday, January 5, for the regularly scheduled first Tuesday of the month. As the Presiding Officer, Dean read the official script for a meeting being held by conference call in response to the COVID-19 emergency. By Roll Call the following members were determined present: Michelle Golden, Sharon Lind, Dean Paron, Jackie Rennwald, Patty Tofte, John Weidner, Joel Zinski and Library Director, Katie Sundstrom. Board members absent: Amanda Houle, Karen Johnson. Also present was Tina Linn, a community member seeking appointment to the board.

Appearances: Two Harbors Clerk Patty Nordean introduced herself to the Board and then proceeded with her presentation on the City Code on Boards, Code of Conduct and Ethics, Communications Policy, Open Meeting Law, Request for Service and Information Policy, and the Library Bylaws-of-the-Board -of Trustees. These documents were also forwarded to the Board members. Sometime during this presentation, Mayor Chris Swanson was able to connect to the meeting and address the group. We thanked them for their work and their efforts on behalf of the City and the Library.

The **Minutes** of the previous meeting of December 1, 2020 were presented. Jackie/Mic moved to accept the minutes as read. Yea: Mic, Sharon, Dean, Jackie, Patty, John, Joel. Nay: none. Motion carried.

The **Bills** for December 2020 were presented. Mic moved and John seconded that we accept the Bills. Yea: Mic, Sharon, Dean, Jackie, Patty, John, Joel. Nay: none. Motion carried.

The **Financial Report** for year-to-date through December 2020 was presented to the board for approval. Jackie moved and John seconded that the report be accepted as presented and placed on file. Yea: Mic, Sharon, Dean, Jackie, Patty, John, Joel. Nay: none. Motion carried.

The **Librarian's Report** for December 2020 was presented to the board. Mic/Jackie moved to accept. Yea: Mic, Sharon, Dean, Jackie, Patty, John, Joel. Nay: none. Motion carried.

Committees:

Finance Committee:

Building Committee:

Art Committee: This committee met on December 4 to go over 10 applications submitted for 6 slots for exhibiting art at the Library during the coming year. The committee members are happy with the nice variety of art that will be shared.

Two Harbors Public Library Fund Committee: Will meet perhaps in February.

Personnel Committee:

Old Business:

- We will not need to recruit a new Board Member if Tina is appointed.
- ALS has opened up and made available an Artwork Grant of up to \$3,000 that redirects Legacy Funds that have been used for programming to this new more COVID -19 friendly focus. Katie will continue with the process of a call for artist proposals.

New Business:

- Katie reviewed the 2021 Adopted Budget as confirmed in December. A surprise was the decrease in the projected Health Insurance Premiums. We also learned that Lake County will maintain their same \$65,000 contribution toward the Library.
- The Rudberg Grant of \$2,000 was received and being used for Wonderbooks for children, and Playaways for children and teens.
- Katie shared the good news that the Two Harbors Public Library ranked as a STAR Library by The Library Journal in their 2020 index. Using the 2018 data for Libraries in the \$200,000-\$399,000 budget category we were awarded a four-star designation, ranking 16th in the nation. The statistics used include physical and electronic circulation, library visits, program attendance, and the use of computers, Wi-Fi and databases. Thank you to all our readers and supporters.
- The Winter Reading Challenge has begun... Books Like Us, January 1-February 28, 2021

The next regular meeting will be Tuesday, February 2, 2021, 5:00 pm.

The meeting was adjourned per John/Mic. Yea: Mic, Sharon, Dean, Jackie, Patty, John, Joel.
Nay: none. Motion carried.

Respectfully submitted,

Patricia Tofte, Secretary