

Board Minutes

Two Harbors Public Library

Tuesday, June 1st, 2021

Call to Order

The virtual meeting of the Two Harbors Public Library Board of Trustees was called to order by Board President Dean Paron at 5:02 pm on Tuesday, June 1st, 2021 for the regularly scheduled meeting. As the Presiding Officer, Dean read the official script for a meeting being held by conference call in response to the COVID-19 emergency.

The following board members were in attendance at roll call: Dean Paron, John Weidner, Tina Linn, Karen Johnson, Sharon Lind, Michelle (Mic) Golden, Jackie Rennwald, and Amanda Houle. Also in attendance: Katie Sundstrom - Library Director. Board members absent from the entirety of the meeting: Patricia (Patty) Tofte and Joel Zinski. There were no additional visitors present.

Minutes

The minutes from the May 4th, 2021 meeting were presented and reviewed. Hearing no objections, additions, or corrections, Dean approved the minutes as presented.

Bills

The May 2021 bills were presented and reviewed. Of note were utility costs, boiler repairs, and the cost for CW and JAWS to reconnect the phones after the Zito outage on 5/4. John moved/Jackie seconded to approve payment of all May 2021 bills presented. Yea: Dean, John, Tina, Karen, Sharon, Mic, Jackie, and Amanda. Nay: none. Motion carried.

Financial Report

The Year-to-Date (through the end of May 2021) Financial Report was presented and reviewed. There was further discussion of higher than normal utility billing (due to COVID air circulation requirements and the natural gas price spike in February of this year) and how our budget may be able to absorb that increases. There was also further discussion about the disruption and cost of a Zito outage – two of the phones will not reconnect after outages. Each Zito outage results in additional cost to get those phones working again – costs that were not originally budgeted for. Dean moved/Mic seconded to approve the May 2021 Financial Report as presented. Yea: Dean, John, Tina, Karen, Sharon, Mic, Jackie, and Amanda. Nay: none. Motion carried.

Librarian's Report

The May 2021 Librarian's Report was presented and reviewed. Katie highlighted circulation stats as still sitting at about 75% of typical circulation (using 2019 for comparison). Library staff have also piloted their first virtual movie showing. Tina

moved/Karen seconded to approve the May 2021 Librarian's Report. Yea: Dean, John, Tina, Karen, Sharon, Mic, Jackie, and Amanda. Nay: none. Motion carried.

Committee Reports

Ad Hoc Space Planning: Mic reported that she and Jackie had 2 meetings with other stakeholders to discuss the library spaces and how best to use the limited available space. Between the 2 meetings and some emails, Mic reports that they have reached a workable solution. Katie and staff will work with the FOL to use June for planning and July for implementation. Overall, they accomplished the goal of moving quickly to a safe and efficient use of space with respect to all stakeholders involved.

Art: Tina reported that the sculpture artist has submitted 3 sketches for designs for the approved metal sculpture. After review, the general consensus was to use the butterfly/caterpillar design. Mic moved/Jackie seconded to select and approve the butterfly design for the ALS Arts Grant project. Yea: Dean, John, Tina, Karen, Sharon, Mic, Jackie, and Amanda. Nay: none. Motion carried.

Building: No report.

Finance Committee: No report.

Personnel: No report.

THPL Fund: Mic and Dean reported that the committee met and discussed how to get started again. There was a consensus to return to the basics from prior to COVID, including individual initiatives and brainstorming marketing/publicity ideas.

Old Business

ALS Artwork Grant

(Discussed under Committee Reports.)

Grant Updates

Katie provided updates on the status of various grants that the Library is seeking.

LCG: *Pending Decision.*

THAF: *Received.*

FERGUSON: *Received.*

NOLAN: *Received. ½ spent at this time.*

LSTA: *Pending Decision.*

Centennial Ore Commission Archives Agreement

Katie provided further documentation and details regarding the Centennial Ore Commission Archives Agreement.

Annual Report Brochure

Katie provided the final version of the annual report brochure to be included in the city utility bills. Any corrections or errors should be communicated to Katie as soon as possible.

Another Letter to City Regarding Library Director Position

Katie reported that the City has yet to officially move the Director's position to full time, as requested by the Board at the beginning of the year. She was advised to have the Personnel Committee write another letter to the City with some additional information.

New Business

Building Air Purification Options

Katie provided information for 2 air purification systems that could be into place with CARES Act funding. The first is for UHL to install a bipolar ionization generator in each of the air handling units. They require minimal maintenance, should last 5-7 years, and are what St. Louis County has installed in their buildings. The second is to have a freestanding HEPA filter unit in both the Archives Room and the Meeting Room. The Board showed unanimous support for the inclusion of these air purifying options.

COVID Response

The Board reviewed the Library's COVID Response document, and affirmed the language making masks "recommended but not required." The main concern for the Board is that a portion of the Library's patrons are children and are unable to be vaccinated at this time; however, the Board is acutely aware of the difficult position that staff would be placed if we were to require masks. Following CDC and MDH guidelines, the Board feels confident that recommending mask wearing while in the Library is the best course of action.

Letter from the Director

Katie presented her letter of resignation to the Board. Katie is willing to work through the summer and have a flexible end date in order to facilitate some overlap with her replacement. She recommends that the Personnel Committee meet right away to decide whether to proceed with a consultant or handle the search/hiring process in house. The search for a new Director is a time intensive process and should be started as soon as possible. The Personnel Committee will begin the search process and will make a recommendation to the Board President if a special meeting for the full board needs to be called.

Next Meeting

The next regularly scheduled meeting of the full board is Tuesday, September 7th, 2021 at 5:00 pm.

Adjournment

John moved/Jackie seconded to adjourn the meeting at 6:26 pm. Motion carried by consensus.

Respectfully submitted,

Amanda Houle, Secretary Pro Tem