

**Board of Trustees Minutes  
Two Harbors Public Library  
Tuesday, March 2, 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, March 2, 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: Amanda Houle, Karen Johnson, Sharon Lind, newly appointed Tina Linn, Dean Paron, Jackie Rennwald, Patty Tofte, John Weidner, Joel Zinski and Library Director, Katie Sundstrom. Board members absent: Michelle Golden.

**Appearances:**

The **Minutes** of the previous meeting of February 2, 2021 were presented. There were no additions or corrections so President Dean called them approved as written.

The **Bills** for February 2021 were presented. Jackie moved and John seconded that we accept the Bills. Yea: Amanda, Karen, Sharon, Tina, Dean, Jackie, Patty, John, Joel. Nay: none. Motion carried.

The **Financial Report** for year-to-date through February 2021 was presented to the board for approval. Karen moved and Jackie seconded that the report be accepted as presented and placed on file. Yea: Amanda, Karen, Sharon, Tina, Dean, Jackie, Patty, John, Joel. Nay: none. Motion carried.

The **Librarian's Report** for February 2021 was presented to the board. John/Amanda moved to accept. Yea: Amanda, Karen, Sharon, Tina, Dean, Jackie, Patty, John, Joel. Nay: none. Motion carried.

**Committees:**

**Finance Committee:**

**Building Committee:** This committee reported on their walk-about of the Library, including the less-public storage and utility spaces. Discussion about how to go about clearing up for access and safety and also maintenance and repair of some bookshelves.

**Art Committee:** New exhibit hung this week.

**Two Harbors Public Library Fund Committee:** This group is looking toward meeting in April maybe.

**Personnel Committee:** This committee met to: 1) Amend the job description of the THPL Library Director. A few tweaks were made on the proposed changes and then the Board voted on the committee's recommended amended job description. Yea: Amanda, Karen, Sharon, Tina, Dean, Jackie, Patty, John, Joel. Nay: none. Motion carried. 2) The committee also completed and signed the annual Supervisory Evaluation for Katie.

**Old Business:**

- RFQ for ALS Artwork Legacy Grant has been widely circulated. The deadline is April 16. Katie also mentioned the Nolan Grant award and submission of the Library Construction Grant to City Hall for next steps in the application process.

**New Business:**

- Arrangements have been made through ALS to display a prepared Story Stroll outside.
- Katie participated in the Library Legislative Week event that in the past may have involved a trip to the Capitol but was virtual this year. She had contact with Senator Tom Bakk and Representative Mary Murphy.
- Some discussion of Advocacy Information Series and our possible involvement/interest in causes to advocate for.

The next regular meeting will be Tuesday, April 6, 2021, 5:00 pm.

The meeting was adjourned per Dean/Karen. Nay: none. Motion carried.

Respectfully submitted,

Patricia Tofte, Secretary