

Board Minutes

Two Harbors Public Library

Tuesday, May 4th, 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 5:06 pm on Tuesday, May 4th, 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. With five board members present at roll call, the meeting was opened with a quorum.

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

Minutes

The minutes from the April 6, 2021 meeting were presented and reviewed. Hearing no objections, additions, or corrections, Dean approved the minutes as presented.

Bills

The April 2021 bills were presented and reviewed. Dean moved/Mic seconded to approve payment of all April 2021 bills presented. Yea: Joel, Jackie, Mic, Amanda, and Dean. Nay: none. Motion carried.

Financial Report

The Year-to-Date (through the end of April 2021) Financial Report was presented and reviewed. There was some 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 increase. Amanda moved/Joel seconded to approve the April 2019 Financial Report as presented. Yea: Joel, Jackie, Mic, Amanda, and Dean. Nay: none. Motion carried.

Librarian's Report

The April 2021 Librarian's Report was presented and reviewed. Katie highlighted circulation stats (as compared to 2019). Also noted was the completion of the new wireless internet infrastructure and access through NESC. Katie reports that it is, so far, working well and providing access to areas in the Library, such as the Archives Room, that did not previously receive strong wifi signal. Mic asked Katie about the City's ongoing COVID planning – at this time, the City is tentatively planning June 1st as a date to reduce certain restrictions for employees, potentially change meeting

requirements/restrictions, and bring more people back into city offices in person. Mic moved/John seconded to approve the April 2021 Librarian's Report. Yea: Joel, Jackie, Mic, Amanda, Dean, Karen, and John. Nay: none. Motion carried.

Committee Reports

Art: Jackie presented on behalf of the art committee the recommendation for artist selection for the Arrowhead Library System (ALS) Legacy Art Grant funds. The recommended artist, Ann Klefstad, proposes a brushed aluminum sculpture to be placed outside the Library. A photograph of a similar installed piece and possible sketch ideas were provided to the Board. Board members discussed the designs presented with the general consensus to tie the design to the theme of the pollinator garden that was planted last year. Dean moved/John seconded to approve the selection of artist and to task the art committee with working with the artist to refine and approve the final design. Yea: Joel, Jackie, Mic, Amanda, Dean, John, and Karen. Nay: none. Motion carried.

Building: No report.

Finance Committee: No report.

Personnel: No report.

THPL Fund: No report. The Friends of the Library is ready to meet. A committee meeting will need to be scheduled.

Old Business

ALS Artwork Grant

(Discussed under Committee Reports.)

ALS Early Literacy Initiative

Katie presented the requested information to the Board regarding other library's implementation of programs where patrons (usually children) can read down their fines. While the information presented was compelling, the Board and Director felt that there would not be significant impact if we were to attempt implementing such a program as the Two Harbors Public Library is already fines free and has a provision under that policy of discharging old fines as needed. No further action was taken.

New Business

Building Updates

Katie provided updates on the ongoing list of building projects.

ROOF: The roof is still under consideration for replacement using Library Construction Grant funding.

DOWNSTAIRS LIGHTING: The light fixtures downstairs will likely be replaced this winter with more efficient and smaller fixtures. The Library will need to source and acquire ceiling tiles to make up for the smaller fixtures.

BATHROOMS: The bathroom upgrades (addressing both aesthetics and ADA compliance) have tentatively been scheduled with City Hall for 2023.

UPSTAIRS SHELVING: The upstairs shelving is very tentatively scheduled for replacement or partial replacement in 2026.

Grant Updates

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

LCG: The Library Construction Grant is more competitive this year. Even though they were allocated additional funding, there were approximately 3x as many applications. *Pending.*

THAF: The Two Harbors Area Fund grant was for \$1000 for early literacy kits. *Received.*

FERGUSON: The Ferguson Grant is in the process of undergoing some changes. Katie has been in conversation with Ruth Ferguson's son about restructuring the grant so that it is a regular distribution for the Library, instead of an application/reporting process each year. Also in discussion is removing the children's materials designation so that a broader range of materials may be purchased with the funds. *Pending.*

NOLAN: The Nolan Grant provided funding for expedition kits (ie. bird watching, etc.). *Received.*

LSTA: The LSTA Grant application has been submitted for the larger potential amount of \$20,000 for the addition of STEM kits and a portable recording studio that could be set up in the meeting room. *Pending.*

Friends of the Library (FOL) Correspondence

After reviewing the FOL correspondence, the Board discussed various facets of the space issue – where and how Library space is currently allocated (John was able to share his measurements of the spaces in question); established/ongoing obligations on the existing space (including a Memorandum of Understanding from the Centennial Committee regarding the Archives Room); core Library functions as local archive keeper; separate stakeholder requests from the Outreach program, the FOL group, the Library staff, and the Library Board; and the essential issues of health and safety for the staff, volunteers, and patrons. Through discussion and consensus, it was agreed that the Library Board will propose a meeting with the stakeholder groups with 1-2 members representing each group so that the meeting can be as efficient and beneficial as possible for all involved. The Board understands the necessity of action and will pursue the inclusion of a facilitator (perhaps reaching out to the Blandin Foundation or similar organization) should this meeting prove indecisive. For the purposes of this meeting, and decided by consensus, the Board will be represented by Mic and John (as well as Jackie, as an alternate option).

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 6:38 pm. Motion carried by consensus.

Respectfully submitted,

Amanda Houle, Secretary Pro Tem