

Two Harbors Public Library Board of Trustees Meeting Tuesday, October 10, 2023

Call to Order

A meeting of the Two Harbors Public Library Board of Trustees was called to order by Board President Amanda Houle at 5:00 p.m. pm on Tuesday, October 10, 2023. The following board members were in attendance: Amanda Houle (President), Sharon Lind (Secretary), Jody Zastera, Jamie Sisson, Karen Johnson, Daniel Thewis, Cheryl Passe, Amber Koenig, Madeline Jarvis (Library Director), and Uriah Hefter, Two Harbors City Council representative. Also in attendance: Emily Savageau (Library Technician at Two Harbors Public Library) and Vicki Everett (Friends of the Two Harbors Public Library President). Absent: Dean Paron (Vice President).

Minutes

The Minutes of the previous meeting of Tuesday, September 12, 2023, were presented. Jody/Cheryl moved to accept the minutes with the next meeting date corrected to October 10, 2023. Motion carried.

Bills

The bills for September 2023 were presented. Karen/Jody moved to accept and pay the presented bills. Motion carried.

Financial Report

The Financial Report for September 2023 was presented. Jody/Daniel moved to accept the Financial Report. Motion carried.

Appearances

Emily Savageau reported on her attendance at the Minnesota Library Conference. The sessions she attended covered readers advisories and teamwork, to name a couple. One of the takeaways was accessibility, especially for teens.

Liaison Reports

- **Friends of the Library** – Vicki reported they are preparing for the book sale at Lakeview Memorial Hospital 10/12-10/14; there will be a drawing for a signed book by Allen Eskens.
- **City Council** – Uriah reported that the City is currently updating their payroll system.

Librarian's Report

The Librarian's Report for September 2023 (both narrative and data) was presented. Cheryl/Sharon moved to accept the Librarian's report. Motion carried.

Unfinished Business

- **Blandin grant** – see Librarian’s Report - Madeline updated on restroom work and timeframe for new circulation desk – south bathroom passed inspection; north bathroom should be done next week.
Jody/Daniel moved to close the library for two days, dates to be determined by Library Director and Library Board President, for installation of the new circulation desk. Motion carried.
- **Volunteer time tracking** – see Librarian’s report – Board members will be tracking their volunteer hours on a Google form starting January 2024.

New Business

- **Behavior Policy** – Daniel/Cheryl moved to accept this revised policy with change of the word “shoe” to “footwear”. Motion carried.
- **Meeting Room Policy** – Cheryl/Daniel moved to accept this revised policy. Motion carried.

Next Meeting

Tuesday, November 14, 2023 @ 5:00pm – THPL Board Meeting

Adjourn

Daniel/Sharon moved to adjourn the meeting at 5:57 p.m. Motion carried by consent.

Respectfully Submitted,
Sharon Lind, Secretary