

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

The first-in-a-long-while-in-person meeting of the Board of Trustees, Two Harbors Public Library, was called to order by President Dean Paron at 5:00 on Tuesday, October 7. By Roll Call the following members were present: Michelle Golden, Amanda Houle, Karen Johnson, Sharon Lind, Tina Linn, Dean Paron, Jackie Rennwald, Patty Tofte, John Weidner and Library Director, Katie Sundstrom. Board member absent: None, but we are looking to replace Joel Zinski. Also present was Pat Gilsvik, visiting community member, and our new Library Director, Madeline Jarvis.

Appearances:

The **Minutes** of the previous meeting of September 7, 2021 were presented. Mic/Amanda moved to accept. Motion carried.

The **Bills** for September 2021 were presented. Amanda moved and John seconded that we accept the Bills. Motion carried.

The **Financial Report** for year-to-date through September 2021 was presented to the board for approval. Jackie moved and Sharon seconded that the report be accepted as presented and placed on file. Motion carried.

The **Librarian's Report** for September 2021 was presented to the board. Amanda moved and Karen seconded that we accept this report. Motion carried

Committees:

None of the Committees had met. Director Madeline will set up polls to schedule meetings with the various groups to discuss charges, goals and history. She will also set up meetings with individual board members to get acquainted.

Finance Committee:

Building Committee:

Art Committee:

Two Harbors Public Library Fund Committee:

Personnel Committee:

Old Business:

Grant Updates

- **ALS Legacy-** Sculpture has been installed
- **Construction-** This grant has been approved. The City accepted at their last meeting so the needed signatures are in process. It will be used for the roof repairs on the expansion part of the Library.

- **THAF**-These Literacy Kits have all been processed and are available.
- **Ferguson**-This grant provided LOTS of Easy Readers that are now available.
- **LSTA**-This grant is providing a quick boost to our technology offerings.
- **Rudberg, ARPA and ALS Mini-Grant** also scheduled for attention.

Pandemic-related restrictions discussion about timing of returning programming and what that might look like. City looking into the possibility of replacing drinking fountain with water bottle filling capabilities. We will revisit next month because of the current number of community cases.

Recruit a new Board member. Madeline has a tool she will share soon to help with this.

New Business:

- Discussion of letter to THSEA and City of Two Harbors from the Board. It was moved by Amanda and seconded by Tina that we sign and send the letter as written. Motion carried. Dean/John moved for President Dean to call to get a spot on the agenda of the next meeting to address our concerns with the City Council. Motion carried. We are most concerned that this get resolved as we say farewell to Katie and welcome Madeline to the Community.
- Discussion about Financial Reserves Policy and the need for a more formal policy that would address an Operating Reserve as well as a Strategic Reserve. We are not sure of the figures as they stand now but look forward to getting the numbers. Will revisit next month.
- Some discussion of the Strategic Planning Survey Responses. There is lots to ponder and we may take a category or two at a time to consider as we move toward the approaching Strategic Planning Process.

The next regular meeting will be Tuesday, November 2, 2021. It was moved by Karen/Mic that we change the meeting to 4:30 to comply with the rules of meeting on an Election Day but having enough time for all that needs to be covered. Motion carried. The city will be notified so that the time can be properly published.

Mic/John moved to adjourn. Motion carried. We were then able to meet and welcome Madeline, our new Director.

Respectfully submitted,
Patricia Tofte, Secretary