

*Board of Trustees Minutes  
Two Harbors Public Library  
Tuesday, September 7, 2021  
5:00 P.M.*

The hybrid meeting of the Board of Trustees, Two Harbors Public Library, was called to order by Vice President John Weidner at 5:06 p.m. on Tuesday, September 7, for the regularly scheduled first Tuesday of the month. As the Presiding Officer, John 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: Michelle Golden, Amanda Houle, Karen Johnson, Sharon Lind, Tina Linn, Patty Tofte, John Weidner and Library Director, Katie Sundstrom. Board member absent: Dean Paron, Jackie Rennwald, and Joel Zinski.

**Appearances:**

The **Minutes** of the previous meeting of June 1, 2021 were presented. Hearing no additions, changes or corrections, they were approved as written.

The **Bills** for June, July and August 2021 were presented. Mic moved and Tina seconded that we accept the Bills. Yea: Mic, Amanda, Karen, Sharon, Tina, Patty, John. Nay: none. Motion carried. There was some discussion about how bills tagged extraordinary are covered by COVID-19 CARES Act.

The **Financial Report** for year-to-date through August 2021 was presented to the board for approval. Mic moved and Amanda seconded that the report be accepted as presented and placed on file. Yea: Mic, Amanda, Karen, Sharon, Tina, Patty, John. Nay: none. Motion carried. Discussion about why Katie, who has been working full time since January, is still only receiving part time wage.

The **Librarian's Report** for June, July and August 2021 were presented to the board. We received an update on toilet and bathroom troubles, the ozone smell that brought in the troops, and circulation numbers. Karen/Tina moved to accept. Yea: Mic, Amanda, Karen, Sharon, Tina, Patty, John. Nay: none. Motion carried.

**Committees:**

**Finance Committee:** This committee had met and submitted two different budgets dependent on if the new Director would require single or family health insurance.

**Building Committee:**

**Art Committee:**

**Two Harbors Public Library Fund Committee:** This group had met and are thinking about the need to start publicity and what that would be and look like.

**Personnel Committee:** This group had met and hosted a day of interviews for the Director job. Recommendation will come under New Business.

**Old Business:**

- Grant Updates
  - **ALS Legacy Art-**We received an update from Katie on the slow progress of the installation in the garden area. Holes have been dug and the final statue should be posted next week.
  - **Construction-**This grant has been approved and is in process. We are waiting for the City to provide the necessary signatures. It will be used for the roof repairs on the expansion part of the Library. Katie discussed the possible solutions that would prevent damage when ice is falling off of the old part onto the new part.

- **THAF**-These Literacy Kits have all been processed and are available.
- **Ferguson**-This grant was tacked on to last year's award and provided LOTS of Easy Readers that are all somewhere along the pipeline.
- **LSTA**-This grant is providing a quick boost to our technology offerings.
- Pandemic-related restrictions discussion-This will be revisited at the October Board meeting. It was decided that Emily will read to the Kids&Co when they come in for their weekly after school visit in the meeting room with the filter and that the water fountain will be made available. Amanda/Karen moved for this change. Yea: Mic, Amanda, Karen, Sharon, Tina, Patty, John. Nay: none. Motion carried.

### New Business:

- Hiring a new Library Director:
  - 1) Mic moved and Tina seconded that we establish a hiring list comprised of the top 3 interviewed candidates. Yea: Mic, Amanda, Karen, Sharon, Tina, Patty, John. Nay: none. Motion carried.
  - 2) Mic moved and Amanda seconded that Madeline Jarvis be offered the position of Library Director with a full-time salary of \$61,000, conditioned on passing all background checks as required by the City of Two Harbors and our receiving her university transcript as proof of library degree. Her information has been passed on to the City and we understand that the check is in process. We were also reminded of the probationary period so that the committee can evaluate after six months. Yea: Mic, Amanda, Karen, Sharon, Tina, Patty, John. Nay: none. Motion carried.
  - 3) Mic/Karen moved that there be at least a week overlap of services with Madeline and Katie so that there be a smooth transition. Yea: Mic, Amanda, Karen, Sharon, Tina, Patty, John. Nay: none. Motion carried.
- Amanda/Tina moved that we accept, with regret, the resignation of Joel Zinski. We look forward to when it might be a better time for such a commitment and thank him for his service. Yea: Mic, Amanda, Karen, Sharon, Tina, Patty, John. Nay: none. Motion carried.
- ALS ARPA Sub-Grant of \$4,800 has been offered. Katie and the staff have some ideas of how to use it but will leave for the new Director's input.
- MLA Annual Conference will again be virtual on October 6-8, 2021. Katie reminded us that some sessions are relevant to Trustees if we are interested in attending.

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

Hearing no questions, comments, concerns, or gripes, the meeting was adjourned per Mic/Karen. Yea: Mic, Amanda, Karen, Sharon, Tina, Patty, John. Nay: none. Motion carried.

Respectfully submitted,  
Patricia Tofte, Secretary