
La Crescent Public Library

Board Meeting

Tuesday, April 13, 2021

Attendees

Kayce Gentry, Emily Riley, Susan Amble, Tina Ryan, Logan Colby, Teresa O'Donnell, Kelsey Bolton, Kathie Rozovics, Kristi Moulton

Absent: Selco Representative Jim Nissen

Agenda

Call to Order (Board President)

Tina Ryan called the meeting to order @6:17 PM.

Roll Call (Board President)

All Present

Adoption/ Amendments to the Agenda (Board President)

No modifications

Approval of the Minutes (Board President)

Minutes not sent out in advance, so not formally approved by the board.

Council Comments (Teresa O'Donnell)

- Working on bids for the bridge project; will change downtown energy.
 - Walnut Street future planning for tourism, etc.
 - The library could have a role to play as these projects progress
 - Horsetrack Meadows lots are starting to sell-- will increase service area numbers.
 - Discussion on a city center is on hold. City Hall is reopening in May and this may work into the discussions on future planning.
 - KM- how does a growing population impact the library- customers served vs. revenue and budget? How long does it take for it to financial allocations to impact
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the library? KG- Library levy in place, taxes paid by city residents. HTM will be in the city, so their taxes will be subject to the library levy.

Friends of the Library (FOL Board Member- Kathie R)

- Valentine's Sale in February. Made over \$1600 which was challenging since they could not browse in person, but really successful.
- Book Sale: Front Porch book sale. Must have exact change. People have been masked, etc. Made \$277
- Next meeting week of April 19- Will work on Newsletter, no block party to sell ice cream, discuss budget/ finances.

Financial Report (Library Director Kayce Gentry)

Full year 2020, released end of Feb 2021

- Last few years, library has overspent and is at a deficit. This year, no deficit and able to pay into what is owed to city. Budgeting for that to work on it each year.
- Couldn't spend as much money on the programming or materials budget (held off newspaper subscriptions). Those will carry into the new budget.
- LC- Question on computer repairs and why overspent. KG- library has computers that are leased & computers that are owned. All the computers that are owned were not Windows10 compatible so they replaced those out of sequence.
- Friends has \$4000 committed, not budgeted. KG- Hoping to use that on the copiers
- Had second best year of Contributions
- Late Fines were removed for the 2020. Fees to replace damaged or lost is still present.
- What line items contribute to that deficit that has been in the past? KG- Minimum Wage increases historically. Health insurance increases faster than our revenues. Currently both staff are insured outside of the city, so that is a savings.
- LC: What is our current deficit/ owed to the city? KG: In 2019, it was ~\$50K. After 2020's surplus in the library fund, we will be closer to \$20-30K. For 2021, there is \$10K budgeted to pay down the library fund.
- TOD- Have a fundraiser to pay down the debt, but most people want to buy a thing or fundraise for books. Could do that in the future if necessary to budget that way.
- We do pay interest on what we owe to the city. Interest Expense line 610.

Jan 2021- Presently, lots of 0's since we are in the beginning of the year.

Director's Report (Library Director Kayce Gentry)

- Great responses to programming. Planning for the End. Steve Mau- Zoom worked well for this program. Quarantine time reduced to 24 hours.
- Services expanding- Storytime outdoors begins April 24. Summer Reading is being planned for virtual and/or in person.

- Budget meetings for Houston Co and Winona Co Commissioners meetings upcoming. Kayce meeting with other library directors in the near future. Pandemic does not appear to have impacted grants and funding contracts, so not expecting a cut.
- TOD- County & city receiving American Rescue Plan dollars, so that may be a way to bolster the budgets.

Old Business

9.1 Board Member Terms

- Review of the board member term listing.
- There is a vacancy of a partial term still open- term expiring 2021.

9.2 Board Bylaws Subcommittee

- In the past, the policy has been if you join in the middle of the term, it counts as a full term of service. There are two partials. Does KB want to go a different partial- she could serve 3 terms, or 3.5 terms. KB will move to the expiring 2021 term.
- KB question: Do you have to live in the city/ county to serve on the board? KG- You have to live in the service area-- Houston CO or Winona CO.
- KG highlighted some items to consider. If we make changes tonight, they would take effect/ adopt in June.
 - Article III- partial and full term discussion. Why does this exist? So the entire board doesn't turn over at the same time. Term limit allows for turnover, fresh ideas on the board.
 - Discussion & Vote: Will keep language as is: if someone serves more than half of a term, it is considered a full term (they can only serve 2 full terms after that).
 - Section 4: SELCO Representative. The language in their SELCO bylaws, they are limited there. In our Bylaws, add a sentence "as outlined in the SELCO bylaws" and remove the 9 year specification on the La Crescent bylaws.
 - Article IV: Regular Meetings
 - Board approves amending the bylaws to say we meet every other month on odd months (Jan, March...), beginning in 2022.
 - Article V: Revised Committees to Executive and Ad Hoc
 - Duties updated to better reflect Board and Director roles
 - Consensus to move the bylaws forward; vote on approval in June.

9.3 Reopening Plans

- KG reviewed her plans for Reopening Phase 4.
- Questions: How do you monitor the number of people who can come into the library for numbers to be socially distant?
 - Staff would have the authority to put on the door-- capacity notice or "come back soon" sign.

- Moving discussion on Fines in June; will reopen with local late fine collections in place as prior to shutdown.
- When to start?
 - May 3? With City Hall plan.
- At what point would we pull back if necessary?
 - If COVID diagnosed on staff, will step back on plan as necessary.
 - Stay in line with City Hall-- revisit if necessary. Check with Bill Waller.
 - Consensus among the board that the plan is accepted.

New Business

10.1 Annual Report

- Key metrics P6 (visits- down around 30,000 from previous year but is consistently down for all libraries-- all curbside service could not count) and P59 (new- Contactless visits -4,000)
- Libby circulation- P19- Downloadable circulation, increased by approximately 2,000 downloads.
- Overall circulation down by 20K.
- Local directors are asking SELCO to strike 2020 from the record for SELCO fees considerations, which are normally on a 5 year average for circulation.
- Logan: Motion to approve annual report, Kelsey: Second
- Approved

10.2 Resolution 168

- \$300 donation from Reider Living Trust, toward book budget
- Tina: Motion to accept, Kristi: Second
- Approved

Meeting Adjourned

Tina Ryan @ 8:02 PM

Action Items

1. KG- Work on Agenda for next meeting including Conversation on Fines
2. Bylaws to Skip Wieser for review- will send to board members
3. Checking in With Bill Waller on City plan for reopening
4. Plan for reopening

Next Meeting

June 8, 2021 @6:15 PM