

Gutekunst Public Library Board Minutes February 4, 2021

Todd Meyer called the meeting to order at 7:01pm. Also present: Buffi Honeck, Don Goodman, Pat Kifer, Beau Hanson, Sandra Nyberg and Mara Edler. Patron Seth Anderson (WMHS student) was also in attendance. Board meeting was held off site via Zoom.

Minutes from January were approved. Don moved, Buffi seconded, ayes carried.

(4-0; Sandra abstained due to not being present at the January meeting, Beau had not yet joined).

Bills and operating expenses from January were approved. Pat moved, Sandra seconded, ayes carried (6-0).

Petty cash from January was approved. Sandra moved, Pat seconded, ayes carried (6-0).

Public Comment: None

Correspondence: Farmers Savings Bank: Fourth Quarter Report

Friends of GPL Report: Friends submitted a copy of their January minutes. Highlights included:

- Christy Duncan was accepted as the newest Friends board member.
- October book sale review and reflection.
- Sustainable Shelves Program: Friends set up an account with Baker and Taylor in order to recycle and sell culled inventory. Money received from sold materials is credited to GPL for the purchase of new material. GPL greatly appreciates the work and commitment that this effort takes. Thank you Friends!

Board Education Report: None.

Old Business:

- Covid-19 Pandemic Procedures:
 - Resume Small Groups: Mara recommended that the library resume small in-person groups.
 - Under current procedures, the Fireside room is not open to the general public. Procedure update will allow this space to be used for planned small group programming & meetings. Protocol:
 - Groups will be limited to ten people at a time.
 - Participants will wear a mask into the building and in common areas.
 - Participants will socially distance during small groups. Fireside room will be set up to accommodate six-feet-apart distancing.

Pat made a motion to approve procedure-update. Sandra seconded, ayes carried (6-0).

- Snowblower Purchase Considerations: Todd has been in collaboration with Zach Faught regarding future snow removal. Of the three initial quotes, Todd presented the board with two quotes for a snowblower cab. Discussion included:
 - Snow Removal: City collaboration creates security that future snow removal will always be secured. Future concerns of securing a contracted employee are eliminated. Cost analysis indicates that this will save the library in the long term.
 - The city will not be responsible to clear the steps and porch. Mara feels as though staff can manage those areas.
 - Maintenance/Repair: The City will be responsible for maintenance and repair of snowblower and equipment.
 - Todd would like to have a decision ready for the February city council meeting.

Pat made a motion to approve the purchase of the snowblower cab using the less expensive bid (approximately \$2,000), Beau seconded, ayes carried (6-0).

New Business:

- Investment Update: Jason Kirke joined the meeting to discuss and update the GPL investment portfolio. Key points discussed included: portfolio details and performance, current and projected rate of return, Market volatility.
 - Jason recommended making a change in the portfolio by swapping a current class A mutual fund for another. The allocation will remain the same.

Buffi made a motion to update the portfolio based on Kirke's recommendation, Pat seconded, Ayes carried (6-0). Jason will connect with Todd in order to verify and complete the changes.

- FY 21/22 Budget: Don presented the proposed budget for the 2021/22 fiscal year.
 - Amendments: Through discussion, Don recommended that the budget be increased by approximately \$4,500. The proposed budget would be \$200,665. Budget increase would accommodate for the following changes: Property expense increase of \$2,000, Salary expense increase of \$2,000, Utility increase of \$500, Office Supply increase of \$500, Periodical expense decrease of \$500.Don made a motion to approve the 21/22 budget proposal with the amendments, Buffi seconded, ayes carried (6-0). Don will submit an updated budget proposal to the board.

- Swank Movie License: Swank has reached out to secure a license renewal.
 - Offer: The current offer would allow movies to be shown outside, on library grounds through the end of 2021. They currently offer approximately 50 movies (rated G-PG13).
 - Renewal Price: \$447.00. (Typically 250 per outdoor showing)
 - Show movies outside if renew: Pool of approx 50 movies
 - Summer Programming: Mara would like to take advantage of this deal and use it to provide summer programming. She is brainstorming a weekly movie night throughout the summer (Throwback Thursday Night).
 - Sound System: Mara indicated that she may need help regarding the sound. The Board discussed using the Bose speaker with bluetooth.
 - Screen: Buffi will communicate with the Rose Garden board in order to approve sharing/lending the screen that they currently own. Purchasing a painters' tarp was discussed as a possible option.

Pat made a motion to renew the Swank movie license, Sandra seconded, ayes carried (6-0)

- Laptop Replacement
 - Mara's library computer needs to be replaced. Beau will work with Mara to select and purchase a computer to meet her needs. Buffi contacted her employer regarding computers for sale.

Buffi made a motion to approve the purchase of a computer with a cost of \$1,500 or less, Don seconded, ayes carried (6-0). Mara and Beau will proceed with the selection and purchase of a new director's laptop.

Director's Report:

- Proquest Subscription: The Proquest subscription (\$1,482) from Ancestry is up for renewal in April. Mara would like to use grant money received from the Martha Ellen Tye Foundation.

Don made a motion to renew the subscription using MET grant funds, Pat seconded, ayes carried (6-0).

The Director's Report was approved. Don moved, Buffi seconded, ayes carried (6-0).

Sandra moved to adjourn, Pat seconded, ayes carried (6-0).

Next meeting: March 4, 2021