

Plainview Public Library
345 1st Ave NW, Plainview, MN 55964 • 507-534-3425

BOARD OF TRUSTEES MEETING
Tuesday, October 20, 2020, 7:00 PM

- I. Call to order
- II. Approval of Agenda
- III. Approval of Consent Agenda
 - A. Board Minutes - 09/15/2020
 - B. Director's Report
 - C. Children's Services Report - none
 - D. Foundation Report - Quarter Ending September 30, 2020
 - E. Acknowledgement of Donations - none
- IV. Payment of bills
- V. Unfinished business
 - A. Discuss Tile Replacement
- VI. New business
 - A. Director Performance Review Process
 - B. Approval of payment to Schad Tracy Signs
- VII. Set next meeting - 11/17/2020
- VIII. Adjourn

Please notify the library no later than Monday, October 19 if you are unable to attend.

Plainview Public Library Board of Trustees

Tuesday September 15, 2020 7:00 PM

Members Present: Youlonda Loechler, Miranda Muller, Missy McRay, Amy Appel, Paul Eidenschink, Adam Feils

Staff: Alice Henderson

The meeting was called to order by Youlonda at 7:00 PM. The meeting was held online due to COVID-19.

A motion was made by Amy and seconded by Missy to approve the agenda. Motion carried unanimously via roll call vote.

A motion was made by Youlonda and seconded by Paul to approve the consent agenda as follows:

- Board Minutes 8/18/2020
- Director's Report
- Children's Services Report-none
- Acknowledgement of Donations-none

Payment of Bills

A motion was made by Amy and seconded by Missy to approve the Payables by Payee. Motion carried unanimously via roll call vote.

Unfinished Business

None

New Business

- A. Discuss Tile Replacement: Discussion was tabled at this time to gather more information.
- B. Approval to Pay Sargent's Invoice: Staff is satisfied with the plants and work that was completed. A motion was made by Amy and seconded by Adam to approve the payment to Sargent's from Foundation Funds. Motion carried unanimously via roll call vote.

Next meeting is set for October 20, 2020.

Motion to adjourn was made by Youlonda and seconded by Miranda at 7:13 PM. Motion carried unanimously via roll call vote.

Plainview Public Library

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Director's Report: October 2020

COVID-19 Current Service Model: We are open to the public from 11-7 Monday through Friday, and 10-1 on Saturday. Patrons who wish to make an appointment or are unable to wear a mask have the option to visit outside of our open hours.

Signage: The new library signage has been installed. Schad Tracy did an excellent job of working with us to color match the roof and the installation looks great.

Roof: The roof repair project should begin the week of October 26th. Once started, it should take 2-3 weeks to complete.

Material Circulation:

	Overall Circulation	Service Days	Average Circulation per Service Day
March 1-15	1433 Items	12	119 Items
March 16	750 Items	1	750 Items
March 17-31	851 Items	11	77 Items
April 1-30	1359 Items	8	170 Items
May 1-31	1559 Items	20	78 Items
June 1-30	2667 Items	22	121 Items
July 1-31	2678 Items	22	122 Items
August 1-31	2534 Items	21	121 Items
September 1-30	2787 Items	24	116 Items

If you have any questions, concerns, or ideas, please feel free to contact me.

Respectfully Submitted,
Alice L. Henderson



Plainview Public Library
 Quarterly Financial Report
 Quarter Ending September 30, 2020

	Original Agreement Date	Ending Balance 06/30/20	Deposits	Withdrawals	Earned Interest & Dividends	Ending Balance 09/30/20
Plainview Public Library	6/12/2007	\$ 48,475.51	\$ 4,043.57	\$ (18,502.15)	\$ 13.52	\$ 34,030.46

Institution	Investment	Funds Available	Interest Rate	Balance
Foresight Bank	36-month CD	11/22/2020	1.45%	
WNB Financial	19-month CD	12/12/2020	2.43%	
Think Bank	12-month CD	2/26/2021	1.74%	
Foresight Bank	12-month CD	7/23/2021	0.85%	\$ 20,847.40
WNB Financial	60-month CD	1/31/2023	2.20%	
Mutual of America*	Institutional Funds	n/a	n/a	
Capital One	Savings	n/a	0.40%	\$ 13,183.06
Think Bank	Checking	Anytime	various	\$ -
				\$ 34,030.46 Total Investment

Payables By Payee**October 15, 2020**

Payee	Account	Amount	Total
Baker & Taylor	592 Materials	\$884.52	
Baker & Taylor	592 Materials	\$1,079.40	\$1,963.92
Center Point Large Print	592 Materials	\$37.48	
DEMCO	201 Office	\$31.33	
HBC	321 Telephone	\$54.01	
Midwest Tape	592 Materials	\$59.98	
Midwest Tape	592 Materials	\$84.97	
Midwest Tape	592 Materials	\$97.97	
Midwest Tape	592 Materials	\$114.97	
Midwest Tape	592 Materials	\$48.73	\$406.62
MN Energy	383 Gas	\$45.50	
Penworthy	592 Materials	\$198.01	
People's Energy Cooperative	381 Electric	\$316.00	
Plainview News	592 Materials	\$49.00	
Rahman Heating	223 Building	\$42.00	
SELCO	418 Automation	\$865.79	
Tom's Lawn and Cleaning	401 Contract Services	\$760.00	
US Bank	201 Office	\$92.55	
Visa	592 Materials	\$212.57	
Wabasha Tree Company	223 Building	\$240.00	
		\$5,314.78	

Payables By Account

October 15, 2020

Account	Payee	Amount	Total
201 Office	DEMCO	\$31.33	
201 Office	US Bank	\$92.55	\$123.88
223 Building	Rahman Heating	\$42.00	
223 Building	Wabasha Tree Company	\$240.00	\$282.00
321 Telephone	HBC	\$54.01	
381 Electric	People's Energy Cooperative	\$316.00	
383 Gas	MN Energy	\$45.50	
401 Contract Services	Tom's Lawn and Cleaning	\$760.00	
418 Automation	SELCO	\$865.79	
592 Materials	Baker & Taylor	\$884.52	
592 Materials	Baker & Taylor	\$1,079.40	
592 Materials	Center Point Large Print	\$37.48	
592 Materials	Midwest Tape	\$59.98	
592 Materials	Midwest Tape	\$84.97	
592 Materials	Midwest Tape	\$97.97	
592 Materials	Midwest Tape	\$114.97	
592 Materials	Midwest Tape	\$48.73	
592 Materials	Penworthy	\$198.01	
592 Materials	Plainview News	\$49.00	
592 Materials	Visa	\$212.57	\$2,867.60
		\$5,314.78	

CITY OF PLAINVIEW
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2020

LIBRARY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
211-45500-31010	.00	102,205.87	196,419.00	94,213.13	52.0
211-45500-33620	.00	25,259.06	50,518.00	25,258.94	50.0
211-45500-33630	10,000.00	11,900.00	3,000.00	(8,900.00)	396.7
211-45500-35000	40.00	240.00	1,000.00	760.00	24.0
211-45500-36280	317.50	1,163.70	1,500.00	336.30	77.6
211-45500-36290	.00	1,376.38	.00	(1,376.38)	.0
211-45500-39101	70.18	233.70	.00	(233.70)	.0
TOTAL FUND REVENUE	10,427.68	142,378.71	252,437.00	110,058.29	56.4
<u>LIBRARIES (GENERAL)</u>					
211-45500-101	5,779.20	52,893.57	68,684.00	15,790.43	77.0
211-45500-103	3,969.43	43,853.07	70,417.00	26,563.93	62.3
211-45500-121	685.04	6,961.90	10,433.00	3,471.10	66.7
211-45500-122	745.78	7,401.19	10,641.00	3,239.81	69.6
211-45500-131	668.66	7,342.22	10,182.00	2,839.78	72.1
211-45500-151	.00	784.52	800.00	15.48	98.1
211-45500-201	203.31	2,986.68	4,000.00	1,013.32	74.7
211-45500-221	.00	1,615.73	3,000.00	1,384.27	53.9
211-45500-223	73.99	1,696.29	3,000.00	1,303.71	56.5
211-45500-310	.00	77.75	.00	(77.75)	.0
211-45500-321	55.63	425.72	720.00	294.28	59.1
211-45500-322	21.05	52.62	.00	(52.62)	.0
211-45500-331	.00	1,446.50	2,000.00	553.50	72.3
211-45500-362	.00	5,090.87	4,000.00	(1,090.87)	127.3
211-45500-381	367.00	2,142.00	3,400.00	1,258.00	63.0
211-45500-383	45.50	1,107.00	2,000.00	893.00	55.4
211-45500-401	760.00	5,400.00	9,000.00	3,600.00	60.0
211-45500-406	.00	.00	500.00	500.00	.0
211-45500-418	868.87	6,977.14	15,000.00	8,022.86	46.5
211-45500-434	.00	94.00	160.00	66.00	58.8
211-45500-437	.00	58.58	4,500.00	4,441.42	1.3
211-45500-590	13,889.23	13,889.23	.00	(13,889.23)	.0
211-45500-592	1,696.28	16,146.79	30,000.00	13,853.21	53.8
TOTAL LIBRARIES (GENERAL)	29,828.97	178,443.37	252,437.00	73,993.63	70.7
TOTAL FUND EXPENDITURES	29,828.97	178,443.37	252,437.00	73,993.63	70.7
NET REVENUE OVER EXPENDITURES	(19,401.29)	(36,064.66)	.00	36,064.66	.0

Agenda Item

Old Business Item A: Discuss Tile Replacement

Background

The Board requested a second estimate to determine the cost to replace tile. I reached out to Elite Tile and Flooring and they provided an estimate that was within dollars of our original estimate of \$5370.

If it is the Board's wish to utilize the tile, I would recommend that we consider doing so now while traffic is slower in the library. It will involve about 4 days of work, including 1-2 days of jack hammer use. If we were to move forward, I would recommend closure over a Thursday through Saturday.

If it is not the Board's wish to utilize the tile, I would recommend that we consider selling the tile on auction and placing the amount in our reserves.

Recommendation/Action Required

Provide direction to the Library Director regarding the supply of tile.

Agenda Item

New Business Item A: Library Director Performance Evaluation

Background

The Library Board is responsible for an annual performance evaluation for the Library Director. This usually involves a 3-person evaluation team composed of trustees. In the past the group met approximately 3 times over the course of the evaluation process to compile feedback and share with the Director. The Board may wish to adjust the process in light of COVID-19.

Recommendation/Action Required

Determine the Evaluation Team for the Library Director Performance Evaluation and discuss if there should be any changes in the process due to COVID-19.

Agenda Item

New Business Item B: Approval of payment to Schad Tracy Signs

Background

Our signage has been installed and looks great. The original quote was not to exceed \$2552, and the invoice has come in at \$2,149.69. I recommend approval of payment from the SELCO Foundation.

Recommendation/Action Required

Approval of payment to Schad Tracy Signs from SELCO Foundation in the amount of \$2,149.69.

Schad Tracy Signs

PO Box 357
Oronoco, MN 55960

Invoice

Date	Invoice #
10/15/2020	11144

Bill To
PLAINVIEW PUBLIC LIBRARY ALICE HENDERSON 345 1ST AVE NW PLAINVIEW, MN 55964

Ship To
PLAINVIEW PUBLIC LIBRARY 345 1ST AVE NW PLAINVIEW, MN 55964

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Due on receipt	HA	10/5/2020			48358 PLAINVIEW PUBLIC ...
Quantity	Item Code	Description			Price Each	Amount
1	ALUMINUM	FURNISH AND INSTALL 12" CAST ALUMINUM LETTERS PER CONTRACT NTE OF \$2552.00.			2,149.69	2,149.69
					Total	\$2,149.69

Phone #
507-367-2631

Balance Due	\$2,149.69
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schadtracy signs

www.schadtracy.com
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