

Plainview Public Library

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

BOARD OF TRUSTEES MEETING

Tuesday, November 17, 2020, 7:00 PM

- I. Call to order
- II. Approval of Agenda
- III. Approval of Consent Agenda
 - A. Board Minutes - 10/20/2020
 - B. Director's Report
 - C. Children's Services Report - none
 - D. Acknowledgement of Donations - none
 - E. Recommend Trustee appointments for 2021-2023
- IV. Payment of bills
- V. Unfinished business
- VI. New business
 - A. Discuss Foundation funds assignment
- VII. Set next meeting - 12/15/2020
- VIII. Adjourn

Please notify the library no later than Monday, November 16 if you are unable to attend.

Plainview Public Library Board of Trustees

Tuesday October 20, 2020 7:00 PM

Members Present: Youlonda Loechler, Miranda Muller, Amy Appel, Adam Feils

Staff: Alice Henderson

The meeting was called to order by Youlonda at 7:04 PM. The meeting was held online due to COVID-19.

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

A motion was made by Miranda and seconded by Adam to approve the consent agenda as follows:

- Board Minutes 9/15/2020
- Director's Report
- Children's Services Report-none
- Foundation Report-Quarter ending September 30, 2020
- Acknowledgement of Donations-none

Payment of Bills

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

Unfinished Business

- A. Discuss Tile Replacement: Another estimate was received for tile work at about the same cost as the first estimate. The board thought the best course of action at this time was to sell the tile.

New Business

- A. Director Performance Review Process: The three person group for the review process will be Youlonda, Miranda and Jeff.
- B. Approval of payment to Schad Tracy Signs: A motion was made by Amy and seconded by Adam to approve the payment to Schad Tracy. Motion carried unanimously via roll call vote.

Next meeting is set for November 17, 2020.

Motion to adjourn was made by Amy and seconded by Youlonda at 7:16 PM. Motion carried unanimously via roll call vote.

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Director's Report: October 2020

COVID-19 Service Model: We are now open 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.

Building Report: Work to repair the library's roof began on Friday, November 6. This project, which addresses ice dam issues that have occurred over the past 2 years, is expected to last 2-3 weeks.

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
October 1-31	2742 Items	27	102 Items

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

Respectfully Submitted,
Alice L. Henderson

Agenda Item

Consent Agenda Item E: Recommend Trustee Appointments for 2021-2023

Background

Terms filled by Jeff Henry and Paul Eidenschink will expire at the end of this year.

Paul is currently completing a term for former trustee, and is eligible to fill his first full term in 2021. He has graciously agreed to do so.

Jeff has reached his term limit, and I wish to thank him for his 6 years of thoughtful insights and strong support of library services. He also took on the role of facilitating the Director's performance review.

Nick Ozment has indicated an interest in filling the open seat on the Board. He meets the requirements for Library Board appointment, and would like the opportunity to advocate for local libraries and their importance in the community.

Recommendation/Action Required

Recommend appointments of Paul Eidenschink and Nick Ozment as Trustees to the Plainview Library Board. Both will be first term appointments from January 2021 - December 2023.

Payables By Payee**November 17, 2020**

Payee	Account	Amount	Total
Baker & Taylor	592 Materials	\$1,103.60	
Center Point Large Print	592 Materials	\$45.00	
Dan Schneider	223 Building	\$225.00	
EBSCO	592 Materials	\$486.47	
Foresight Bank	437 Programming	\$535.44	
HBC	321 Telephone	\$54.91	
KBS	223 Building	\$43.68	
KBS	223 Building	\$21.84	
KBS	223 Building	\$9.98	\$75.50
Midwest Tape	592 Materials	\$39.99	
Midwest Tape	592 Materials	\$79.98	
Midwest Tape	592 Materials	\$34.49	
Midwest Tape	592 Materials	\$124.97	
Midwest Tape	592 Materials	\$120.96	
Midwest Tape	592 Materials	\$77.47	\$477.86
Minnesota Energy	383 Gas	\$84.38	
People's Energy Coop	381 Electric	\$331.00	
Rahman Heating	223 Building	\$42.00	
SELCO	201 Office	\$593.48	
SELCO	201 Office	\$1,175.87	
SELCO	418 Automation	\$861.17	\$2,630.52
Tom's Lawn and Cleaning	401 Contract Services	\$760.00	
US Bank	201 Office	\$92.55	
Visa	223 Building	\$969.69	
Visa	201 Office	\$344.72	\$1,314.41
		\$8,258.64	

Payables By Account**November 17, 2020**

Account	Payee	Amount	Total
201 Office	SELCO	\$593.48	
201 Office	SELCO	\$1,175.87	
201 Office	US Bank	\$92.55	
201 Office	Visa	\$344.72	\$2,206.62
223 Building	Dan Schneider	\$225.00	
223 Building	KBS	\$43.68	
223 Building	KBS	\$21.84	
223 Building	KBS	\$9.98	
223 Building	Rahman Heating	\$42.00	
223 Building	Visa	\$969.69	\$1,312.19
321 Telephone	HBC	\$54.91	
381 Electric	People's Energy Coop	\$331.00	
383 Gas	Minnesota Energy	\$84.38	
401 Contract Services	Tom's Lawn and Cleaning	\$760.00	
418 Automation	SELCO	\$861.17	
437 Programming	Foresight Bank	\$535.44	
592 Materials	Baker & Taylor	\$1,103.60	
592 Materials	Center Point Large Print	\$45.00	
592 Materials	EBSCO	\$486.47	
592 Materials	Midwest Tape	\$39.99	
592 Materials	Midwest Tape	\$79.98	
592 Materials	Midwest Tape	\$34.49	
592 Materials	Midwest Tape	\$124.97	
592 Materials	Midwest Tape	\$120.96	
592 Materials	Midwest Tape	\$77.47	\$2,112.93
		\$8,258.64	

Agenda Item

New Business Agenda Item A: Discuss Foundation funds

Background

Since the 2018 renovation process began, we have held new donations in savings as a means to keep funds liquid for projects such as the memorial board, signage, and landscaping. As those renovation-driven projects are now completed, I think it would be appropriate to discuss the Board's investment philosophy moving forward. Specifically,

Should there be a certain amount left in Savings to cover unforeseen expenses, and if so how much?

In general, I try to direct funds towards the best interest rate without tying all funds up for longer than a year. Should that philosophy be adjusted?

I have inquired about how other libraries handle these decisions, and the Foundation indicated that it really is a local decision with some libraries only using Savings, some only using CDs, and some using a combination of both.

Currently, investments are as follows:

\$20,847.40 in a CD yielding 0.85% and coming due on 7/23/2021

\$11,033.37 in Savings yielding 0.40%

Recommendation/Action Required

Provide direction regarding investment of remaining funds in the Library's Foundation account.