

Plainview Public Library

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

BOARD OF TRUSTEES MEETING Tuesday, December 15, 2020, 7:00 PM

- I. Call to order
- II. Approval of Agenda
- III. Approval of Consent Agenda
 - A. Board Minutes - 11/17/2020
 - B. Director's Report
 - C. Children's Services Report - none
 - D. Acknowledgement of Donations - none
- IV. Payment of bills
- V. Unfinished business
- VI. New business
 - A. Cleaning Contract
- VII. Set next meeting - 01/19/2021
- VIII. Adjourn

Plainview Public Library Board of Trustees

Tuesday November 17, 2020 7:00 PM

Members Present: Youlonda Loechler, Miranda Muller, Amy Appel, Adam Feils, Jeff Henry, Paul Eidenschink
Staff: Alice Henderson

The meeting was called to order by Youlonda at 7:01 PM. The meeting was held online due to COVID-19.

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

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

- Board Minutes 10/20/2020
- Director's Report
- Children's Services Report-none
- Acknowledgement of Donations-none
- Recommend Trustee appointments for 2021-2023

Payment of Bills

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

Unfinished Business

New Business

- A. Discuss Foundation funds assignment: Discussion of \$3,000 to \$5,000 to keep in savings and invest anything beyond that in CDs.

Additional Discussion

Traffic is slower in winter months, so hours will move to 11:00 - 6:00 during the week.

Next meeting is set for December 15, 2020.

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

Plainview Public Library

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

Director's Report: December 2020

COVID-19 Service Model: We are open from 11-6 Monday through Friday, and 10-1 on most Saturdays. Patrons who wish to make an appointment or are unable to wear a mask have the option to visit outside of our open hours. Entry pickup is available. Computer sessions are limited to 15 minutes. All staff members continue to complete a daily health screen, wear masks inside the building, and maintain a distance of 6 feet.

Building Report: The roof repairs are now complete and interior work should be completed by December 11.

Performance Reviews: Performance reviews have been completed for all staff members. The committee for the Director's review is still working on compiling my review.

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
November 1-30	2234 Items	21	106 Items

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

Respectfully Submitted,

Alice L. Henderson

Payables By Payee**December 15, 2020**

Payee	Account	Amount	Total
Baker & Taylor	592 Materials	\$980.64	
Center Point Large Print	592 Materials	\$23.25	
HBC	321 Telephone	\$53.49	
HG Electric	223 Building	\$480.00	
Metro Sales	201 Office	\$214.74	
Midwest Tape	592 Materials	\$190.44	
Midwest Tape	592 Materials	\$160.67	\$351.11
MN Energy	383 Gas	\$139.00	
Nielsen's Pest Control	223 Building	\$100.00	
Peoples Energy	381 Electric	\$274.00	
Rahman Heating	223 Building	\$42.00	
SELCO	418 Automation	\$861.17	
SELCO	418 Automation	\$1,149.09	\$2,010.26
Tom's Lawn and Cleaning	401 Contract Services	\$760.00	
US Bank	201 Office	\$92.55	
Visa	201 Office	\$621.10	
		\$6,142.14	

Payables By Account**December 15, 2020**

Account	Payee	Amount	Total
201 Office	US Bank	\$92.55	
201 Office	Metro Sales	\$214.74	
201 Office	Visa	\$621.10	\$928.39
223 Building	Rahman Heating	\$42.00	
223 Building	Nielsen's Pest Control	\$100.00	
223 Building	HG Electric	\$480.00	\$622.00
321 Telephone	HBC	\$53.49	
381 Electric	Peoples Energy	\$274.00	
383 Gas	MN Energy	\$139.00	
401 Contract Services	Tom's Lawn and Cleaning	\$760.00	
418 Automation	SELCO	\$861.17	
418 Automation	SELCO	\$1,149.09	\$2,010.26
592 Materials	Center Point Large Print	\$23.25	
592 Materials	Midwest Tape	\$160.67	
592 Materials	Midwest Tape	\$190.44	
592 Materials	Baker & Taylor	\$980.64	\$1,331.75
		\$6,142.14	

Agenda Item

New Business Item A: Cleaning Contract

Background

Tom's Lawn and Cleaning Services has submitted their contract for 2021. The total comes in at \$760/month for 2 cleanings per week and all cleaning and bathroom products. Reducing to 2 cleanings per month was a measure taken last year as a trial cost-saving measure. I do not know that we can say that it was well-tested given our reduced traffic this year, but I do think it is worth trying for another year. We can request on-demand cleanings at the rate of \$75/cleaning should we need them. There have been no increases in price over the 2020 contract and Tom has been very accommodating about special needs due to COVID-19.

Recommendation/Action Required

Approval of contract from Tom's Lawn and Cleaning