

**Board Minutes**  
**Two Harbors Public Library**  
**Tuesday, March 12, 2019**

The meeting of the Board of Trustees, Two Harbors Public Library, was called to order by Vice President Michelle Golden at 5:00 on Tuesday, March 12, for their regular meeting. Michelle is Acting President upon the resignation of Marcia McCormick. The following members were present: Michelle Golden, Karen Johnson, Barry Rackner, Jackie Renwald, Patty Tofte, John Weidner and Library Director, Katie Sundstrom. Absent: Holly Gangelhoff. Also present were Amanda Houle, Dean Paron and Julie Stone, exploring the possibility of serving as we try to get to our full membership. Jackie serves as our new Ex-Officio member from the City Council.

The **Introductions** were made at the end of the meeting as we learned a bit about the visitors.

The **Minutes** of the previous regular meeting of February 5 were presented. Karen/John moved to approve and place on file. Motion carried.

The **Bills** for February 2019 were approved per Patty/Karen. Motion carried.

The **Financial Report** for Year-to-Date through February 2019, was presented to the board for approval. Karen moved and Mic seconded that the report be accepted as presented and placed on file. Motion carried.

The **Librarian's Report** for February 2019 and was presented to the board. Patty/Mic moved to accept. Motion carried.

**Committees:** The Art Committee will need to meet to consider two applications.

**Finance Committee:**

**Building Committee:**

**Personnel Committee:**

**Art Committee:**

**DSACF/THAF Committee:**

**Old Business:**

- Katie suggested we visit the archives room to see the new set-up for the microfilm reader that was acquired through a Minnesota Historical Society Grant.
- It was moved by Mic and seconded by Karen that we accept with regret the retirement of Becky Norlien. She has served the Two Harbors Public Library for the last twenty years. The Retirement Open House for Becky is tentatively scheduled for Wednesday, May 1 from 4-6.
- Follow-up discussion of an employee's health and thus work related issue. No action required unless something changes. So far the staff have been working out the hours and accommodations necessary.

## **New Business:**

- Discussion of an update needed for the Personnel Manual for Retirement Purposes. It was moved by Barry/Karen to accept the necessary temporary changes needed regarding Severance Pay/Health Care Savings Plan/Retirement so that it will be in place for Becky's retirement. We will need to revisit this fall after all city staff and departments have considered the necessary changes that did not include Health Care Savings Plan since the last retirement. Motion carried.
- Discussion of changes needed to get existing bathrooms into ADA compliance. Patty/John moved to accept the recommended changes as all city buildings work toward compliance. Motion carried. One of the recommended changes will be switching to Family Restrooms.
- The City is working on the Call for Bids for the replacement of the downstairs AC. The hope is that the bids will be due in April so that action can be taken at the May meeting so that the AC will be working properly by summer.
- Discussion of a proposal by the ALS that the Horizon system would have Auto-Renewal for Library items. A few systems that have piloted did notice a decrease in their fine revenue but the Board seemed to be in favor of the convenience to patrons and staff if this change does happen.
- Another proposed change would impact the Family Grouping feature that would not be system wide but would be determined by each Library. This discussion revolved around privacy issues and adolescents aging into adulthood, opt-in vs. opt-out, blended families... We will revisit this after the staff has been trained later in the summer when some of our concerns would perhaps be addressed.
- The Personnel Committee will schedule a meeting so that many Personnel issues may be addressed. This committee will need a few subs to replace departed members until we have a full Board. We would like to have this committee in place before the budget planning begins.

The meeting was adjourned per Karen/Jackie. The next regular meeting will be Tuesday, April 2, 2019 at 5:00.

Respectfully submitted,

Patricia Tofte, Secretary