

Decorah Public Library Board of Trustees Meeting Minutes
Monday, December 9, 2024

Attendees: Board members Beckendorf, Pellett, Putnam Dibble, Kephart, Leitz, Hageman; Library Director Kristin Torresdal, Assistant Director Row-Heyveld

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1. Call to Order at 4:15
2. Participation Instructions
3. Agenda Approved
4. Minutes from the November meeting stand as distributed
5. Claims moved by Pellett, and seconded by Johnson, passed unanimously
6. Public Comment - None
7. Director's Report
 1. Eligible staff members did not vote to retain the library union bargaining unit, so as of July 1, 2026, the library will no longer be unionized.
 2. Roof Top Unit 1 wasn't heating properly and required a new part/labor- unavoidable expense but will likely cost around \$1,000.
8. Friends of Decorah Public Library Report
 1. Sue Ballantyne, treasurer, requested support in the form of a "checks and balance" to review the books. The previous treasurer will assist in reviewing the finances for this year.
 2. Still working on replacing a member of the board
9. New Business
 1. Consider implementing Circulation Manager salary adjustment January 1, 2025 (previously approved for July 1, 2025)
 1. Money in the current budget to allocate, make equitable pay jump sooner instead of waiting until July.
 2. Motion from Hageman, seconded by Leitz, motion passed unanimously
 2. Consider implementing CYA Librarian salary adjustment July 1, 2025
 1. Compared this position to similar positions in the city and at other libraries similar in size and determined the need for a salary increase
 2. Motion from Johnson, seconded by Putnam Dibble, motion passed unanimously
 3. Consider FY26 budget draft- minor updates
 1. Grievance with Union, the city discovered the need to pay overtime or pay time and a half for hours worked over 8 in a day (not just 40 in a week).
 2. Overtime expense added to budget, will not come up frequently, but could come up, especially during the winter, when there is more sickness and Luther staff may be gone for the Winter Break
 3. Staff need approval by director for any days going over 8 hours
 4. DPL Branded clothing so staff are more visible and accessible in the library and during outreach events

5. A few costs were able to be absorbed and/or covered by Friends to reduce costs in the budget
 6. Motion from Pellett, Seconded by Kephart, motion passed unanimously
 4. Consider library closure at 12 p.m. on New Year's Eve
 1. Would mirror what they do on Christmas Eve, allow staff to attend holiday gatherings/not need to work until 7pm on a holiday
 2. Motion from Lietz, Seconded by Putnam Dibble
10. Discussion items: Annual Report
1. Determined "Make and Takes" and "gum ball machine" have served their purpose. They are some of the more expensive engagement opportunities and are not closely tied to reading or the goals of the Decorah Public Library. They were great successes, but have run their course and will be discontinued. Discontinuing these programs will show a decrease in engagement, but Library staff look forward to other great programming/use of funds and staff resources
 2. May notice changes in circulation due to smaller libraries requested a reduction in materials
11. Upcoming Meetings: January 13, February 10, March 10
12. Adjourned at 4:42pm

Respectfully submitted,

Shanna Putnam Dibble, Board Secretary