

Decorah Public Library Board of Trustees Meeting Minutes  
Monday, January 13, 2025

Attendees: Board members Beckendorf, Pellett, Horton, Leitz, Kephart, Johnson, Scott;  
Library Director Kristin Torresdal, Assistant Director Row-Heyveld

Andrea Beckendorf called the meeting to order at 4:15. Attendees had the opportunity to participate electronically via Zoom or in person at Decorah Public Library.

1. Call to Order at 4:15
2. Participation Instructions
3. Agenda Approved
4. Minutes from the December meeting stand as distributed
5. Claims moved by Pellett, and seconded by Johnson, passed unanimously
6. Public Comment - none
7. Director's Report
  - a. **Staffing:** A couple of our staff members are taking advantage of J-term opportunities and traveling abroad; we've onboarded several new library aides in recent months who are all doing well and helping to bridge the schedule gaps for others who are away.
  - b. **Building:** Roof Top Unit 1 requires replacement; the City will be covering this expense and gave us the go-ahead to order a new unit. It is now in stock and should be installed in the next couple of weeks.
  - c. **Budget:** We're on track with the budget for this point in the year. I'll be meeting with Travis in the next two weeks sometime to discuss our proposed FY26 budget; Council has two work sessions scheduled Jan 23 and 27 to work through the full budget. The Library portion is slated for the 27th .
  - d. The Library will be closed on Mon. Jan. 20 in observance of MLK, JR. Day.
8. Friends of Decorah Public Library Report:
  - a. Two CDs will come due in June
  - b. The annual meeting is being planned and the focus will likely be on how to advocate for public libraries.
  - c. Oneota Coop roundup is being planned
  - d. The newsletter will be working on educating the public on topics such as funding for public libraries
9. Discussion Items
  - a. Evaluation process for the board - individual board members work through a checklist of proficiencies, and then come together to evaluate and discuss board policy and functioning. This spring we will work on this to

make sure we're functioning optimally.

10. Upcoming Meetings: Feb 10, Mar 10, Apr 14

11. Adjourned at 4:42

Respectfully submitted,

Shannon Horton, Board Secretary