

AUSTIN PUBLIC LIBRARY BOARD MEETING

January 10, 2022; 4:30 p.m.

Chairperson Melissa Bonorden called the regular meeting of the Austin Public Library Board to order at 4:30 p.m., on Monday, January 10, 2022, at the Austin Public Library. The meeting was conducted by videoconference via Zoom Meeting, as permitted by Minn. Stat. 13D.021 during the condition of a current health pandemic (COVID-19).

PRESENT: Melissa Bonorden, Kristi Beckman, Jwokamer Debock, Sue Grove, Ted Hinchcliffe, Nitaya Jandragholica, Shannon Lysne, Alex Mayfield, Stephanie Postma

ALSO PRESENT: Jeff Baldus (County Commissioner), Julie Clinefelter, Sara Steinhoff

AGENDA:

On behalf of the Personnel Committee, Melissa Bonorden requested the agenda be amended to include a closed session for the purpose of conducting the annual performance review of the library director. Stephanie Postma moved to approve the agenda as amended; Sue Grove seconded. Motion carried.

WELCOME NEW BOARD MEMBER:

The board officially welcomed new board member, Kristi Beckman.

ELECTION OF BOARD OFFICERS AND COMMITTEE APPOINTMENTS:

The board requested - and both Melissa Bonorden and Stephanie Postma assented – to have the current Chair and Vice Chair continue in their respective roles for 2022.

Ted Hinchcliffe nominated Kristi Beckman for the office of secretary; Shannon Lysne seconded. Kristi accepted the nomination and was elected by the board.

Nitaya Jandragholica relinquished the office of treasurer and chair of the Finance Committee to accept appointment to the vacant position on the Personnel Committee.

Stephanie Postma nominated Ted Hinchcliffe as treasurer and chair of Finance Committee; Sue Grove seconded. Ted accepted the nomination and was elected by the board.

Chair Melissa Bonorden appointed Kristi Beckman to the Finance Committee.

MINUTES:

A motion was made by Sue Grove, seconded by Jwokamer Debock, to approve the December 13, 2021, meeting minutes as presented. Carried.

EXPENSES AND FINANCE REPORTS:

Following board review of expenses, a motion was made by Stephanie Postma to approve expenditures and accept the finance reports for December 2021. Ted Hinchcliffe seconded the motion. Motion carried by unanimous roll-call vote.

APPROVAL OF 2021 GIFTS AND MEMORIALS:

Kristi Beckman moved to accept the report of gifts and memorials received in 2021; Jwokamer Debock seconded. Motion carried.

SELCO REPORT: None.

OPERATIONAL REPORT:

Julie Clinefelter provided a written operational report to the board and presented additional information regarding several of the subjects covered.

Julie noted there had been several regular staff members diagnosed with COVID over the last month, which resulted in closing early during one week due to the resulting staff shortage. In addition, she advised of the resignation of the Youth Services Librarian, Jessica Lind, effective January 11, 2022. The director noted she had moved forward with consolidating the reference/information desk and the checkout desk into one service desk area, located at the former circulation desk. This move had been planned for early in 2022, but was expedited to help alleviate the upcoming reduction in staff following Jess Lind's departure, as it will take some time to get the position posted and filled, and have the new librarian trained and ready to go. Julie also advised the City is proceeding with implementing the OSHA COVID vaccine/testing requirements for all employees in the coming weeks.

Clinefelter also provided updates on her work with the broadband community group, which is currently in the process of recruiting and hiring a Digital Equity Coordinator, who would provide training for trainers on digital literacy. She also reported she has discussed the potential for the library to be a site for a telehealth "Zoom Room" with Sara Lee from Mayo Clinic.

Julie advised the board the library had also been closed temporarily in December due to a complete shutdown of phones and internet connectivity initially caused by the severe storm, and exacerbated by resulting mechanical problems. Phone service was not restored for several days.

OTHER BUSINESS: None.

CITIZEN COMMENTS: None.

BOARD COMMENTS: None.

LIBRARY DIRECTOR ANNUAL REVIEW:

Stephanie Postma moved to go to closed session, so the Personnel Committee could report on the annual review of the library director. Ted Hinchcliffe seconded the motion. Motion carried.

Following discussion of the director's annual review, Sue Grove moved to reopen the board meeting, and Ted Hinchcliffe seconded. Motion carried.

Stephanie Postma moved to accept the Personnel Committee's annual review of Library Director Julie Clinefelter; Shannon Lysne seconded. Motion carried.

Melissa Bonorden noted the written review would be sent to the City Administrator as usual. The board thanked Julie Clinefelter for her service and leadership as library director during 2021.

ADJOURNMENT:

Ted Hinchcliffe moved to adjourn at 5:25 p.m.; Sue Grove seconded. Motion carried.

Respectfully submitted,
Sara Steinhoff, Recording Secretary

NEXT BOARD MEETING – Monday, Feb. 14, 2022, 4:30 p.m.