



# Kenyon Public Library

709 2<sup>nd</sup> Street, Kenyon, MN 55946  
(507) 789-6821 [kenyon.lib.mn.us](http://kenyon.lib.mn.us)

Minutes for the Kenyon Public Library Board Meeting of January 19, 2021

This meeting was held by Zoom.

Board Members present Kevin Anderson, Heidi Haugen, Pat Senjem, Ann Traxler, and librarian Michelle Otte.

Board Member absent: Beverly Emerson

Meeting called to order by Chair Ann Traxler at 6:31 p.m.

Motion by Haugen, second by Anderson to approve the agenda. Motion passed.

Minutes from November 17, 2020, were reviewed. Motion by Senjem, second by Traxler to approve the minutes. Motion passed.

**SELCO Board Report**-No SELCO Board Report. Their next meeting is scheduled for January 26, 2021.

## **Nomination and Election of 2021 Officers**

- Motion by Anderson for Ann Traxler to continue as board chairperson. Second by Haugen. Motion passed.
- Motion by Anderson for Heidi Haugen to be the vice-chairperson of the board. Second by Senjem. Motion passed.
- Motion by Senjem for Kevin Anderson to continue as secretary of the board. Second by Traxler. Motion passed.

## **Librarian's Report**

- Librarian Otte presented a review of the 2020 budget. The library spending is close to the budgeted amount.
  - An additional shelf for audio/visual materials has been purchased through DEMCO with the extra funds from the budget. The shelf was an item that has been discussed for three years. The first attempt was to order a shelf from MinnCor, which is an industry that creates manufactured goods and services by incarcerated individuals in Minnesota correctional facilities. This is where most of the furniture in the library has come from. However, due to design changes, the new shelving did not fit with the library's old shelving unit. The second attempt was to have the woodworking class of Doug Thompson at K-W High School make a new shelf for the library. Due to multiple reasons, including COVID-19, the school class did not have time, which led to purchasing a shelving unit.



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- The library collection is approximately 16,000 items. Before April 1, 2021, the library staff will be checking for relevant books in the collection and begin the weeding process.
- The Minnesota Public Library Annual Report is in the process of being prepared for submission to the Minnesota Department of Education by April 1, 2021.
- In November 2020, there was a 9% noncompliance of following the COVID-19 protocol of wearing a mask. The noncompliance has currently dropped to 2%.

### Old Business

- COVID-19 and Library Operations
  - Librarian Otte has recommended moving to Phase 3.6 on February 1, 2021, contingent on the number of infections in Goodhue County continue to decline. In Phase 3.6, the public will have access to the library, they will no longer need to limit their visit to 10 minutes or less, and all adults and children age 6 and older will need to wear masks. Programming will be reinstated with a maximum of 15 people. Curbside pick-up will continue. The library will remain open with a maximum of 15 people at a time in the library, and maximum of 20 people in the library during programming. The library door will be closed due to the cold lobby in the building. The library staff will wipe down the high contact areas promptly. A motion by Anderson and a second by Haugen to move to Phase 3.6. Motion passed 4-0.
- The library usage numbers are increasing.
- The adult book group has chosen to wait until March to meet.

**New Business:** No new business to be conducted.

**Dates to Remember:** The library will be closed for Presidents' on February 15, 2021.

**Next Meeting:** February 16, 2021, at 6:30 p. m.

The meeting was adjourned at 6:55 p.m.

Respectfully submitted by Kevin Anderson, board secretary.