

## Cloquet Library Board Minutes

Date: Tuesday September 28, 2021

Members Present: Marla Ahlgren, Casey Brissett, Steve Korby, Kathy Blais

Members Absent: Mary Hagen, Gerard Sordelet, Don Walsh

Others Present: Beth Sorenson, Library Director and Chris Swanson, City Council Liaison

I. The meeting was called to order at 4:16 pm by Marla Ahlgren.

II. Approval of minutes: A motion was made by Casey Brissett and seconded by Steve Korby to approve the minutes of the August 31, 2021 meeting. The motion was approved.

III. Approval of Bills: A motion was made by Casey Brissett to approve the bills for September 2021 in the amount of \$9,687.52. Each board member approved.

### IV. New/Unfinished Business

- Staff Presentation – Courtney Dietsche, Adult Services Librarian, highlighted what was scheduled for October, including an October Make and Take, Banned Books Week, a craft class, a cooking demonstration, and an author visit.
- Policy Review—
  - No Smoking Policy (1014.0)—will be finalized next meeting after the City of Cloquet smoking ordinance is clarified.
  - Petty Cash Policy (1012.0)—\$300 in petty cash for small purchases was changed to \$200; \$200 in the change drawer was changed to \$100; line 3 “or buying things” was changed to “and making purchases”; line 3 “adult services librarian” was changed to “librarian or their designee.” The policy was approved with those changes following a motion by Casey Brissett and a second by Kathy Blais.
- Open House followup—the staff and contributors were happy with the event. At least 300 people attended. The Pine Knot News had an article about the open house.
- West End Flourish was on Saturday September 25, 2021 from 12-6 pm. The library had a booth and encouraged attendees to fill out a Strategic Plan Survey. There were 137 responses. The library staff’s impression of the responses is as follows: communication with the public is critical and needs to continue, possibly with more emphasis on the schools and the local Chamber; evaluating the library collection and finding new/different resources for expanding the collection is needed; acquiring books and new authors on the subjects of diversity, other cultures, and social justice is also needed.
- Strategic Plan—above ideas from the survey will be incorporated.

### V. Librarian’s Report

VI: Events—see calendar

The next meeting of the Library Board is scheduled for Tuesday, October 26, 2021 at 4:15 pm in the Library Conference Room.

The meeting was adjourned at 5:05 pm by Vice President Casey Brissett.

Respectfully submitted,

approved:

Kathy Blais, Secretary