

Library Board Meeting  
January 9, 2017

Members present: Haugen, Hoehn, LaBrosse, McManus, Niederkorn, Radloff, Rund, Tetrick and Halgren (staff)

Absent: Trisko (excused)

Meeting called to order at 7:05 p.m.

### **Consent Agenda**

- Minutes: M/S/P
- Bills: M/S/P

### **Unfinished Business**

#### **Mechanical Needs/Space Study Update**

- Mohammed Lawal and Jennifer Anderson-Tuttle spoke to staff at the monthly staff meeting (12/14) and presented Halgren with copies of the final report of the study.
- Following the article about the library in the *Pioneer Press* in early December, patrons were constantly asking about plans for the library, so LSE Architects created a flyer with bulleted points about needed alterations to the library along with an artist's rendering of the exterior of the recommended renovation.
- Lawal will be presenting with Halgren at the next council work session on January 23.  
*Motion:* To approve and agree with the architects' vision of option C.1 while being open to looking at other possibilities for the site, potential collaboration, etc. M/S/P unanimously
- The Board will discuss essential features/needs of the library regarding any potential renovation, build, etc., at the February meeting.

#### **2016 Budget**

- We're 88.53% spent out.
- We still have bills for computers/monitors and courier service outstanding.
- We also needed a buffer for Halgren's 15-year Service Recognition Award.

### **New Business**

#### **Circulation Stats**

- Up 2.83% in November.
- Down 22.47% in December

#### **Library Board Applications**

- The terms for Jamie Hoehn, Ellie Niederkorn and Rae-Marie Trisko all expire in February 2017.
- All were encouraged to reapply by submitting their applications to the city.

#### **2017 Budget**

- \$756,900, which is a 3.04% increase (salaries and administrative costs) over 2016.
- The materials budget was altered to provide more money to the youth services department for audio-visual materials.

## **DCL Fine and Fee Changes**

- Minor changes from the county resulting in a reduction to \$60 for a non-resident library card, while the collection agency fee increased to \$15.75.
- Maximum overdue fines increased to \$8.50 or the cost of an item for adult paperbacks and magazines, while children's and teen overdue fines increased to a maximum of \$4.25 or actual cost of the item.
- Maximum overdue fee for all DVDs and other adult materials is still \$16.

## **Director's Performance Review**

- Halgren listed 20 accomplishments for 2016 with goals/objectives for 2017.  
*Motion:* To approve the director's performance for 2016 and aspirations for 2017. M/S/P

## **YALSA Symposium and MLA Conference Reports**

- Halgren reported on Amy Commers' first trip to the YALSA (Young Adult Library Services Assoc.) Young Adult Services Symposium in Pittsburgh, PA. She attended sessions on teen volunteers, teen community engagement, college and career readiness, connections between school and public librarians, maker programs in a box, and rethinking school outreach.
- Honora Greenwood Rodriguez and Halgren attended the MLA Conference in Duluth, focusing on sessions concerning project management, privacy and libraries in the 21<sup>st</sup> century, test prep for teens, marketing tips, and the interactive "Night Library" art installation.

## **Current Programming**

### **Adult Programs**

- 10 participants learned how to make Pop-up Cards (12/3).
- 11 people enjoyed harp and flute melodies on a cold winter's night at Winter Interludes (12/15).
- Hot Reads for Cold Nights Adult Reading Program started with a bang on January 3. We currently have 54 people signed up.
- *Upcoming:* Book Bingo (1/9); Embrace the New Year with Meditation (1/12); Dan Newton (1/30); Bookmark-Making Party (2/6).

### **Children's Programs**

- Clay Gingerbread Men and Decoupage Vases by Abrakadoodle drew 10 participants (12/9).
- Homework Lab is being introduced as a new program in January where kids can get help with their studies while library resources are highlighted.
- *Upcoming:* Storytimes resume mid-January. Snow Ball (1/10); Star of the North Jr. Readers (1/13); Making Pokemon Comics by Artistry (1/14); Stories at Lawshe Memorial Museum – Blizzards/Snow with Belinda Jensen's *A Snowstorm Shows Off* (1/17); Opera Storytelling with MN Opera (2/7)

## **Other/Correspondence**

- Thank you notes from the Great Halloween Get Together, Ms. Roeske's Kindergarten Class, Jill Davidson, Girl Scout Troop 55867

Meeting adjourned at 8:25 p.m.

Next meeting – February 13, 2017

Respectfully submitted,  
Megan Haugen