

LIBRARY BOARD MEETING - March 13, 2017

Members present: Haugen, Hoehn, McManus, Radloff, Trisko and Halgren (staff)

Absent: LaBrosse (excused), Niederkorn (excused), Rund (excused), Tetrick (excused)

Meeting called to order 7:04 p.m.

Consent Agenda

- Minutes – M/S/P
- Bills – M/S/P

Unfinished Business

Library Renovation Update

- Halgren met with various Dakota County and SSP managers to relay the council's response to the Jan. 23 presentation of LSE Architects' study and to consider possible collaboration with the Lawshe Memorial Museum.
- It was decided to work with LSE on a smaller scale study to address potential meeting room space efficiencies, parking issues, etc. LSE has submitted a proposal for the study.

New Business

Circulation Stats

- Up .22% for February

Library Board Appointments

- Rae-Marie Trisko, Ellie Niederkorn and Jamie Hoehn were all reappointed to the board by Mayor Francis

Hiring of Emily Whitman

- Due to Tracy Wanek filling Karen Dyson's vacated position, we had 22 hours available for a new employee.
- Our job posting closed Feb. 17, and after interviewing five candidates, Emily Whitman was selected, and her first day of work was March 7. She will be regularly working Tuesday through Thursday.

Faxing at the Library

- We have been receiving requests for faxing services for years, but with Pro Pharmacy gone from the community, the demand is even greater.

- The staff feels that it might be time to start offering this service. We will use our multifunction copier/printer/fax machine in the back workroom, prepare a special fax cover letter for patrons to fill out, and charge \$1 a page.
- Patrons will only be allowed to send faxes, not receive them.
- *Motion:* To approve use of fax machine for staff to send faxes for the public, and to charge \$1 per page. Approved unanimously.

Hot Reads for Cold Nights Report

- This program has been going strong for 17 years, and this year 88 people read books and filled out drawing slips for weekly prizes.
- Those who vied for the grand prize of a Saint Dinette gift card, Hot Reads mug, SSP Library tote and Hot Reads blanket turned in a special bingo sheet.

State of the City Address

- This year's State of the City Address will occur on March 23 at 4 pm. It will be broadcast live from the council chambers at City Hall by Town Square TV.
- The library's main question concerns the possible renovation of the library.
- Statistics and highlights of 2016 will be featured as well as upcoming library programs held at Lawshe Memorial Museum and changes to the summer volunteer program.

Essential Points for Library Renovation/Rebuild Review

- The board did not have anything to add to the list created at the previous meeting.

Current Programming

Adult Programs

- Hot Reads ended Feb. 25.
- *Upcoming:* Basic Drawing by Artistry (3/20)
- Book Discussions of *Everything I Never Told You* by Celeste Ng (4/12 & 13)
- Handwoven Bracelets with Weavers Guild (4/17).

Children's Programs

- The second Stories at Lawshe Memorial Museum (2/21) with a Native American theme attracted 21 participants
- 15 people attended our informal Homeschool Meetup (3/2); Clay Lions with Abrakadoodle inspired 20 attendees.
- Commers also shared library information with teens at the Job and Career Fair in Hastings (3/2).
- *Upcoming:* Spring Fling (3/16)
- Stories at Lawshe Memorial Museum will focus on rivers (3/21); Cub Scouts Badge Program (3/25); Young Dance (4/3); lots of storytimes on and off site.

Book Sale

- April 10-15 downstairs

Other/Correspondence

- Thank you card from Amie Adams, an extern from Northwestern College who shadowed Amy, our Youth Services Librarian, for three days for her spring service project
- Note and candy from Kurt Voynovich
- Rodriguez will be out for surgery the week of March 27

Meeting Adjourned 7:50 p.m.

Next meeting – April 10, 2017

Respectfully submitted,
Megan Haugen