

Library Board Meeting

April 11, 2016

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

Absent: (excused)

Meeting called to order: 7:02 pm

Consent Agenda

Minutes: M/S/P

Bills: M/S/P

Unfinished Business

Repair and Maintenance: Inner lobby door was not closing correctly causing J. Elg to replace the belt in the switch on 4/6 with saved parts from a former replacement. Elg recommends replacing door switches in 2017. The library is still having heat issues in older part of building; the pump needs to be replaced but Halgren is waiting for warmer weather to drain the system.

New Business

Circulation stats – Circulation stats – down only .69% for March

Discontinuation of Proctoring – Halgren shared with the board the increasing demand for proctoring from patrons who are not from our community. This service takes away from library staff duties since they cannot access Symphony from laptop and need to be in the room with the person for the entirety of the exam. From January through April 2016 staff have proctored 11.5 hours. Halgren proposed discounting proctoring service and the board agreed. DCTC has a free, flexible testing center that library staff could refer people to.

2015 Annual Report to the State – Halgren shared the 2015 Annual Report she submitted to State Library Services. Compared to 2014, overall circulation was down, but ILLs received by our patrons was up. The number of programs and attendance was slightly up, while meeting room use went down. Nearly 94,000 eBooks were available to patrons. The library board information has been deleted from the report, the library operating revenue was virtually identical to 2014, and the typical download speed at public computers has increased dramatically with network upgrades.

Summary of Adult Reading Program – 87 readers signed up for the two-month long annual “Hot Reads” program. A grand prize was drawn from completed bingo sheets with Barbara Eschle winning a gift certificate to Pazzaluna, a SSP Library tote bag and a Hot Reads mug. A total of 476 drawing slip entries were submitted.

Ebooks MN – A new collection of free eBooks is available to library users. Titles feature MN publishers and patrons can access them with no limit in terms of number of items and no check-out period. The eBooks are provided by Minitex and State Library Services.

Interior Walk around/Discussion of Potential Alterations – Halgren sent out letters to 12 architects requesting a letter of interest regarding our possible remodel/rebuild. Halgren also shared staff feedback on library remodel and repair requests. Board members completed the interior walk around.

Current Programming:

A. **Adult Programs** -- Big response to Meditation for Healthy Living (3/19) with 29 participants and presenter will be returning in January; 10 crafters enjoyed Beyond Perfection: Making Books with What You Have (3/21). *Upcoming:* Author Sarah Stonich (4/14); Felted Soap (4/18); Silver Tea with Lila Ammons (5/26).

B. **Children's Programs** – 17 participants learned about Print Making (3/22); 9 tweens showed up for Peeps Dioramas (3/23); Life-Size Family Game Day (4/2) proved a hit with 28 gamers; Amy's family storytimes are very well attended, and she also had a table at the ECFE Safety Fair (4/7). *Upcoming:* Author Stephanie Watson (4/12); Flutter By, Butterly (4/20); Recycled Vinyl Bookbags (4/21); Family Literacy Event for 300 Books Grant (5/19); Creating Happily Ever After: Story Fest (5/21)

C. **Book Sale** – April 18-23

Other/Correspondence:

Halgren shared a note of appreciation from Virginia Ledo and the *SSP Voice* article about the State of the City Address with T. Wanek's picture

Meeting Adjourned: 8:41 pm

Next meeting: May 9, 2016

Respectfully submitted,
Dawn LaBrosse