

Library Board Meeting

June 13, 2016

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

Absent: LaBrosse (excused), Radloff (excused)

Meeting called to order: 7:00 pm

Consent Agenda

Minutes: M/S/P

Bills: M/S/P

Unfinished Business

Mechanical Needs/Space Assessment Update -- A panel of John Sachi and Chris Hartzell (city engineers) as well as Honora Rodriguez, Amy Commers and Halgren (library staff) and Leslie Greaves Radloff (library board member) interviewed Sara Rothholz Weiner and her team of Gensler on May 23 and Mohammed Lawal of LSE on May 24 regarding their scope of services for our study. It was unanimously decided to contract with Lawal of LSE Architects due to his creativity, innovation, active listening skills, etc. Halgren, Sachi and Hartzell met once again with Lawal and Quin Scott of LSE on June 1 to discuss requirements for a contract. The contract was presented to the board with the scope of services discussed.

Motion: To enter into a contract with Mohammed Lawal and LSE Architects to conduct a mechanical needs/space assessment study of the library this summer and fall. M/S/P

New Business

Circulation stats – Circulation was down only .63% in May

Elections – The current officers (on year 2 of serving) are Trisko (President), Rund (VP) and LaBrosse (Secretary). The board voted to maintain Trisko and Rund in their current positions with Haugen assuming the role of Recording Secretary.

Heartland Payment Systems (HPS) PAX terminals - According to Mike Turbes (IT-DCL), the credit-card software ICVerify for our self-check will expire the end of June. DCL will be purchasing new Heartland Payment Systems (HPS) PAX terminals as a replacement since they are the only system currently fully EMV (Europay, MC, Visa) compliant. Cost of terminal: \$1,399. Network cable: \$350.

Motion: To purchase necessary hardware, software, etc., to install new PAX terminal at the library's self-check machine. M/S/P

Lincoln Center Graduation – Lately, the library has been asked to donate to the 5th grade graduation activities at Lincoln Center. They are asking for items to cover approximately 175

kids. The library does give used books to Kaposia's Carnival. Halgren suggested ordering inexpensive titles from Scholastic's FACE catalog since the library will be giving the books away. Books would cost around \$250.

Motion: To purchase approximately 175 books from Scholastic's FACE catalog for 2017 5th-grade graduation activities at Lincoln Center. M/S/P

SSP Staff Day – Each year SSP staff are invited to DCL's Staff Day in December. While these events are educational, they do not allow for staff to team build, learn new skills or discuss issues pertinent to just SSP, etc. Staff would like to have a special staff day where the library is closed for in-service workshops.

Motion: To set aside a day annually where the library is closed for SSP library staff to have an in-service day. M/S/P

Current Programming:

A. Adult Programs -- The Silver Tea with the Lila Ammons Duplet (5/26) was a big hit with 53 seniors. *Upcoming:* Wire Bird's Nest Necklaces (6/13); Online Travel Tips (6/16); all book discussions and tech programming have been suspended during the summer due to maternity leave and library space study.

B. Children's Programs – The Family Literacy Event for 300 Books Grant (5/19) was a bit disappointing with two families participating, but Amy's storytimes at the preschools were well-received. So far we have 11 pre-readers, 110 readers and 8 teens signed up for the Summer Reading Club. *Upcoming:* Clay Cats & Dogs with Abrakadoodle (6/14); Active Recovery (6/14); Activate! For Teens (6/16); Rookie Readers Storytime (6/17); Storytime with SSP Queen Candidates (6/20); Mixed Nuts (6/21); Kaposia Days Parade (6/24); Creating Happily Ever After (6/28-7/1); Toy Lab with Artistry (7/12).

Other/Correspondence -- Halgren presented to the Rotary Club May 25.

Meeting Adjourned: 8:00 pm

Next meeting: July 11, 2016

Respectfully submitted,
Kathy Halgren