

Library Board Meeting Minutes July 11, 2016

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

Absent: Radloff (excused)

Meeting called to order: 7:02 p.m.

Consent Agenda

- Minutes: M/S/P
- Bills: M/S/P
 - Also included: general ledger of operating expenses

Introduction of Mohammed Lawal (LSE Architects)

Mr. Lawal presented a PowerPoint presentation of his firm's past library projects, and discussed the plan for conducting a mechanical needs/space assessment study of the library.

Unfinished Business

Repair and Maintenance

- On 6/30, a wireless doorbell was installed in the director's office with the receiver in the workroom office. If you hear classical piano emanating from the workroom, head for the back office!
- It was discovered that the self-check was not accepting credit card payments on 7/7. Biblioteca, the self-check's vendor, was able to remotely fix the problem the following day.

New Business

Circulation stats

- Circulation was down 11.14% for June.

2017 Budget

- Proposed change from 2016 is 3.04% with the majority of expenses going towards personnel and administrative fees.
- Preliminary meeting with City Manager Steve King and Finance Manager Michelle Pietrick went smoothly with no alterations to presented budget.

Sunshine Fund

- Discussion of the creation of a library board fund for celebratory/sympathy flowers to help offset the high cost of flowers. Board members expressed that they would like to contribute to this fund.
- *Motion:* To approve the creation of a sunshine fund. M/S/P

Hiring of Substitute Asst. Information Specialist

- With the staff stretched due to periods of time where coworkers are on leave or on vacation, there's been a request to attempt to hire a substitute asst. information specialist. There would be no guarantee of employment, but we probably could use an extra hand at least once a month. The pay would begin at Step 1 of the Asst. Information Specialist scale, which is \$13.31 an hour.
- *Motion:* To approve the hire of an Asst. Information Specialist. M/S/P

Minimum Wage Increase

- As of August 1, 2016, Minnesota is once again raising the minimum wage from \$9.00 an hour to \$9.50 an hour. The shelvers are the only employees that earn minimum wage at the library. Both shelvers are at Step 5, the top step of their pay rate. Currently, the steps are \$9.00, \$9.25, \$9.50, \$9.75, \$10.25. It's suggested that we raise all steps 50 cents to accommodate the increase to \$9.50, \$9.75, \$10.00, \$10.25, \$10.75.
- *Motion:* To approve the raise of all steps for shelvers 50 cents to accommodate the increase to \$9.50, \$9.75, \$10.00, \$10.25, \$10.75. M/S/P

Current Programming

Staff participated in the Kaposia Days Parade wearing special t-shirts for this year's Summer Reading Program.

- A. Adult Programs – 10 crafters enjoyed making Wire Bird's Nest Necklaces (6/13). Adult programming is suspended for the summer with a great line-up planned for the fall.
- B. Children's Programs – Summer Reading Club stats: 25 prereaders; 277 readers; 26 teens for a total of 328. 40 participants enjoyed Clay Cats & Dogs with Abrakadoodle (6/14); 25 listened to the SSP Queen Candidate storytime (6/20); Mixed Nuts entertained 94 (6/21); the four-day storytelling workshop Happily Ever After was consistently attended (6/28-7/1); 45 enjoyed making things for their bicycles during Bike Flair (7/7). *Upcoming:* Toy Lab with Artistry (7/12); Creative Catapults with Artistry (7/19); World Flags Scavenger Hunt (7/25); Tabletop Tryouts with Level Up Games (7/26); Kids' Summer Reading Party (8/3); Teen Summer Reading Party (8/5).

Other/Correspondence

- Passport to Play now part of smARTpass program; the SSPPS theatre department's current play is *Shrek: The Musical*

Meeting adjourned 8:30 p.m.

Next meeting – August 8, 2016

Respectfully submitted,
Megan Haugen