

Library Board Meeting October 10, 2016

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

Absent: Haugen (excused)

Meeting called to order: 7:03 p.m.

Consent Agenda

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

Presentation by Mohammed Lawal (LSE Architects)

- Mohammed Lawal, principal of LSE Architects, shared initial results (summarizing survey results, engineering findings, etc.) of their study of the library, presenting three alternatives to renovating the site.
- Lawal then mentioned that he would like to continue working on another option where what little parking is available around the library would be saved.
- The firm is scheduled to appear at November's meeting with an update.

Unfinished Business

Discussion of Current Benefits

- On Sept. 14, Halgren met with Finance Director Michelle Pietrick and HR Director Shelly Anderson to discuss the changes to the library's benefits. Some changes will affect the library's budget, so implementation was discussed.
- Since the initial levy for 2017 has been set, Halgren will absorb the \$3000 for the opening of health savings accounts for five full-time personnel as well as either the 15-year Service Recognition Award or the sick-time conversion into a new health savings account. Future Service Recognition Awards will be budgeted along with the annual \$3000 health savings account deposit.
- Further discussions with Pietrick presented the possibility of paying out the Service Recognition Award in 2016 and phasing in the health savings accounts and the sick-time conversion in 2017. Also, because we are changing many of our policies to match the City's, it was strongly urged to comply with current practices regarding new hires and benefits (sick leave accrual and health insurance upon retirement) for City sustainability.

Motion: To comply with the City's current practices regarding new hires' apportionment of sick leave and discontinuation of health insurance upon retirement, and to agree to an implementation plan set in place by HR, the Finance Dept., and the Library regarding Halgren's Service Recognition Award, the opening of health care savings accounts for full-time library employees, and sick-time conversion. M/S/P

Hiring of Substitute Asst. Information Specialist

- Alison Doane started her training as our new Substitute Assistant Information Specialist today.
- She has an MLS degree from St. Kate's/Dominican, and she's worked in various libraries and educational facilities. She will be working at least twice a month to keep her skills fresh and will be taking over Davidson's Thursday hours while she's on maternity leave.

New Business

Circulation Stats – down 2.10% for September

Every Child Should Receive a New Book Campaign

- With the success of our inaugural year, this year we're partnering with Deb Griffith and the Youth Task Force, Neighbors, Inc., and Kids' Choice to provide 1000 books to Neighbors, Inc., as part of their Love Your Neighbor campaign.
- This year members from Kids' Choice will join Task Force members in wrapping all the books and delivering them to Neighbors, Inc., on Nov. 23.
- New donation forms are available for the public at the library and at City Hall.

Current Programming

- **Adult Programs** – Fourteen Tangled the Day Away with Victoria Welch (9/19) and five learned how to build a new website (10/3). *Upcoming: The Rosie Project* book discussions (10/12 and 10/13); Immigrant Stories of South St. Paul: Then and Now (10/17); Celtic Breeze with Laura MacKenzie (10/24); Allen Eskens Author Appearance (11/10).
- **Children's Programs** – Monday night baby storytimes are going strong; much interest in our new monthly Homeschool Meetup sessions. *Upcoming: Wood Animalitos* by Artistry (10/20); Flying Fun with the Story Man from England (11/8).
- **Book Sale** – From Oct. 17-22 in the meeting room. Set up is on Oct. 14. Still \$1 a bag for some great items!

Other/Correspondence

- Rund mentioned the book *One North Star* by Phyllis Root.

Meeting adjourned - 8:26 p.m.

Next meeting – November 14, 2016

Respectfully submitted,
Kathy M. Halgren