

LIBRARY BOARD MEETING
January 8, 2018

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

Members Absent: None

Meeting called to order: 7:01 p.m

Consent Agenda

- Minutes – M/S/A
- Bills – M/S/A

Unfinished Business

Repair and Maintenance

- Three computers and three monitors were ordered in December. The new computers will replace a front-desk computer, the workroom computer and lone Kealy's computer, which all date from 2012. Three new monitors were also purchased for Amy Commers and Kathy Halgren. Halgren's computer crashed the second week of December, but Ian Hardie of IT cleaned up the hard drive and installed Windows 10 in quick order to ease the lack of productivity!
- Balcony catalog computer is acting up and we hope to have that fixed this month.
- A Ricoh technician has been out to deal with issues concerning our multifunction copier/printer/faxer. He says we'll have a brand-new copier for 2018 when he's finished!

2017 Budget

- We are spent out at 90.39% of our budget, with funds left over to cover the change in benefits the board considered at the end of 2016 (2017 budget had already been set).

Library Renovation Update

- Andrea Weber, Capital Assets Manager for DC, presented to the Dakota County Historical Society board a revision of the original shared space options since the museum had some concerns over placement of functions.
- The small committee will be meeting again to discuss and fine tune the plans, focusing on meeting room space, the museum's store/kiosk display, etc.
- Motion was made and approved unanimously to invite Mayor to special meeting to discuss future of library on Feb. 1. (In e-mail communication following meeting, it was agreed to postpone this meeting.)

New Business

Circulation Stats

- Down 11.95% in November and 5.48% in December

2018 Budget

- The city's budget was approved in December. The library's 2018 budget is \$763,979, an increase of 1.04% over the 2017 budget of \$756,091, with a levy increase of only .97%.

2018 Salary Grid

- Current hourly wages for staff was passed out, noting that the minimum wage rose 15 cents as of January 1.

Donation by L.A.E. Properties, Inc./Hillcrest Apartments

- The library received an undesignated \$750 check from L.A.E. Properties, Inc., whose owners and staff wished “to extend our gratitude to the SSP Public Library Staff and Board for their hard work and services provided to the community.”

Board Applications

- LaBrosse did not apply for reappointment; Greaves Radloff and Rund did submit applications for another term. The library will post a link on their website to the board and commission application.

Hoopla Daily Download Cap

- Due to high use by patrons resulting in high vendor charges, Dakota County Library (DCL) has determined it necessary to place a daily budget cap for streaming. If patrons reach the cap, no further streaming will be allowed that day. If they don't meet the budget cap, any funds not used will roll over to the next day. Five downloads a month is still being enforced.

February Meeting and Joint Meeting with DCHS

- Because of the special election being held on Feb. 12, we are not allowed to hold a public meeting that night from 6 to 8 pm. Also, it has been suggested that the boards of the library and DCHS hold a joint meeting to discuss potential plans for combined renovation.

Robert Meehl Funeral

- Shelver Bob Meehl passed away today. He became a library employee in October 2012. Motion made and passed to close the library for Bob's funeral TBD. Information will be posted on our website.

Director's Review

- Halgren presented the board with a list of 20 accomplishments as well as goals for 2018.
- Board was very impressed with the list that Halgren presented.
- Motion made and approved unanimously to accept list of accomplishments and retain Halgren as director of library.

Interior Walkaround

- Postponed until spring

Current Programming

- Adult Programs - December's title, *The Dinner* by Hermann Koch, attracted nine readers right before the holidays (12/13 and 12/14). We also had our holiday open house without music on 12/14, and our patrons were most appreciative of the coffee, juice and treats. Hot Reads for Cold Nights has started with a bang, with 60 people signing up the first week. *Upcoming*: Book Discussion of *The 100-Year-Old Man Who Climbed Out the Window and Disappeared* (1/10 and 1/11); Book Bingo for Adults (1/22); Connecting through Stories with Danielle Daniel (2/1); Transform Your Life through Meditation (2/5); The Long Road to Publishing (2/10).
- Children's Programs – Our experimental Hour of Code (12/7) program attracted only two, so we're reconsidering offering a coding club in the future. Countdown to Noon (12/30) was a great success with 30 participants. *Upcoming*: Same or Different? with the Story Man of England (1/9); Stories at Lawshe Memorial Museum (1/16); Super Saturday (2/3); Parachute Play (2/7).

Other/Correspondence

- Possible Senate Bonding Bill Tour in the works; Greaves Radloff suggested mentioning estate planning on the donations page of the library's website

Meeting Adjourned: 8:15 p.m.

Next meeting – February 12, 2018 at 8 pm

Respectfully Submitted,
Megan Fournier