

Library Board Meeting Minutes January 9, 2023

Members present: Finander, Romenesko, Rund, Styles Spooner, Thompson and Halgren (staff)

Absent: Draper (excused), Gold (excused), Hart (excused)

Meeting called to order at 7:05 p.m.

CONSENT AGENDA

- Minutes
- Bills

Approval of the consent agenda items moved by Rund, seconded by Romenesko, roll call vote, passed unanimously

UNFINISHED BUSINESS

Repair and Maintenance

- The library has a new Cisco wireless access point that appears to work better throughout the building than our previous DCL access point.
- This point is identified as DC_Library.

Virtual Library Cards for SSP Students

- The student card program for 4th and 5th graders in SSP schools was completed by mid-November, and the library has already seen students from that age group come to the library to check out materials.
- Staff were hoping that virtual student cards would be rolled out for students in grades 9-12 this year, but maybe it will come to pass in 2023.

NEW BUSINESS

Circulation Stats

- November's circulation was 6,154 items, which was 1.3% less than 2021's November circulation.
- December's stats are not available until later in the month.

2022 Budget

- The 2022 budget is fairly well spent at 89.5%. Staff are slowing their spending while modifying collections and thinking ahead to the merger.
- There are a few outstanding bills, and the final general ledger will be presented in February.

2023 Budget

- The December finalized budget for 2023 is \$816,362, which is a 5.13% decrease over 2022 since our materials budget is only \$40,000.
- Any final compensation for employees has been moved out of the budget and into a separate compensation account.

Payout of Vacation

- Halgren has built up approximately 8.5 vacation hours over the maximum allowable (400) at the end of 2022.

- Managers within the City have these hours paid out at the end of the year, and Halgren requests the same.

Motion made by Rund to approve the payout of unused 2022 vacation hours above 400 hours for Director Kathy Halgren, seconded by Styles Spooner, roll call vote, passed unanimously.

Uncollected Fine Write-off Amount

- DCL will be writing off outstanding bills over six years old for all patrons on January 12.
- In the past, the board has agreed to waive the same bills for SSP patrons.

Amount of Uncollectable Debt from 2016 for SSP Library patrons: \$5,947.65

Motion to write off outstanding bills over six years old by all SSP library patrons. Moved by Romenesko, seconded by Styles Spooner, roll call vote, passed unanimously.

Minnesota Library Association (MLA) Conference Reports

- Honora Rodriguez and Sarah Connolly attended the MLA conference in late October in Duluth.
- Reports were provided to the board.
- Connolly attended sessions focused on trauma-informed services, collaboration between collection managers and public-facing library workers, partnerships with community groups, and library staff as cultural liaisons.
- Rodriguez, who attended both days of MLA, attended sessions that concerned best communication practices and public art in libraries, as well as the Glensheen Mansion Happy Hour on the beach!

Resignation of Karen Dyson

- Karen, who returned to South St. Paul Public Library as our Circulation Supervisor/Library Associate in 2021, has accepted a 30-hour Senior Information Assistant position at Wescott Public Library in Eagan.
- She made this tough decision because she was unable to be a Circulation Supervisor within Dakota County at 32 hours a week, which she currently works.
- A job posting for this position appeared on the City's website on December 29 and is now on other employment websites. The closing date is January 18.

Director's Review

- Halgren presented the board with a rundown of accomplishments for 2022 as well as goals for 2023, which include taking inventory of our collections in partnership with DCL selectors, working towards a smooth transition as Honora becomes the next director, contributing to the City's Facilities Study project, and continuing association with the County and other stakeholders regarding the new library project.

Motion by Romenesko to approve the director's review and to approve Halgren as the Library Director through her retirement in July, seconded by Rund, roll call vote, passed unanimously.

Library Board Applications

- Draper, Gold and Thompson are up for reappointment to their seats. We also have one vacant seat.
- Reappointment will be for just one more year.
- Thompson expressed her intention to reapply for her seat.

Programming Highlights

Adult Programs

- The 100th Birthday Party Reception (12/1) was a great success with at least 70 attending for an afternoon of cake, music, reconnection and reminiscing about what the library has meant in people's lives. The virtual Winter Bird Watching program (12/5) attracted 16 participants.
- Winter Reads started on January 3 and will continue through February 28.

- *Upcoming*: Adult Book Discussion Group of *The Giver of Stars* by Jojo Moyes (1/12), Block Printing: Winter Landscape Cards (1/23); Book Bingo (2/6); Adult Book Discussion of *Born a Crime* by Trevor Noah (2/9).

Children's Programs

- Cooking with Kids was a great success with children and their families attending all three sessions in November.
 - Circus Manduhai (12/2) was a delight for 16 participants and the staff as well.
 - *Upcoming*: Polar Collage with ArtStart (1/18); DIY Cat Houses with cat behaviorist Sara Post of OmniCat Behavior (1/30); Let's Clay: Arctic Animals with Parcel Arts (2/6).
- Other/Correspondence – Halgren will send a card to Draper from the staff and board.

Motion to adjourn the January Library Board meeting made by Romenesko, seconded by Styles Spooner, roll call vote, passed unanimously.

Meeting Adjourned at 8:01 p.m.

Next meeting – February 13, 2023

Respectfully submitted,
Kathy Halgren
Library Director

Programming Statistics

November through partial January 2023

Program name	Program Start Date	Format	Target age	Attendance: in-person programs	Attendance: live virtual programs	Views at 7 days: recorded programs	Participants: self-directed activities
Storytime for 2's-6's	11/01/22	In-person onsite program	ages 0-5	16			
Storytime for Babies	11/02/22	In-person onsite program	ages 0-5	10			
Toddlers Takeover	11/04/22	In-person onsite program	ages 0-5	5			
Tech Tutoring	11/04/22	In-person onsite program	Adult (ages 19+)	1			
Tech Tutoring	11/07/22	In-person onsite program	Adult (ages 19+)	1			
Needle Felt a Miniature Landscape	11/07/22	In-person onsite program	Adult (ages 19+)	19			
Say It! Sing It! Play It! In Cherokee	11/08/22	In-person onsite program	ages 0-5	13			
Storytime for Babies	11/09/22	In-person onsite program	ages 0-5	18			
Book Club	11/10/22	Live virtual program	Adult (ages 19+)		2		
Book Club	11/10/22	In-person onsite program	Adult (ages 19+)	6			

Cooking with Kids	11/14/22	In-person onsite program	all ages	10			
Storytime for 2's-6's	11/15/22	In-person onsite program	ages 0-5	14			
Storytime for Babies	11/16/22	In-person onsite program	ages 0-5	4			
Toddlers Takeover	11/18/22	In-person onsite program	ages 0-5	9			
Cooking with Kids	11/21/22	In-person onsite program	all ages	9			
Teen Fandom Club	11/21/22	In-person onsite program	YA (ages 12-18)	1			
Storytime for 2's-6's	11/22/22	In-person onsite program	ages 0-5	12			
Storytime for Babies	11/23/22	In-person onsite program	ages 0-5	2			
Cooking with Kids	11/28/22	In-person onsite program	all ages	10			
Storytime for 2's-6's	11/29/22	In-person onsite program	ages 0-5	5			
Storytime for Babies	11/30/22	In-person onsite program	ages 0-5	6			
100th Birthday Reception	12/01/22	In-person onsite program	all ages	70			

Book Club	12/01/22	Live virtual program	Adult (ages 19+)		2		
Book Club	12/01/22	In-person onsite program	Adult (ages 19+)	6			
Circus Manduhai	12/02/22	In-person onsite program	ages 6-11	16			
Winter Bird Watching	12/05/22	Live virtual program	Adult (ages 19+)		16		
Teen Fandom Club	12/19/22	In-person onsite program	YA (ages 12-18)	1			
Winter Crafts	12/29/22	In-person onsite program	ages 6-11	14			
Storytime for 2s-6s	01/03/23	In-person onsite program	ages 0-5	0			
Toddlers Takeover	01/06/23	In-person onsite program	ages 0-5	3			