

## **LIBRARY BOARD MEETING**

January 14, 2019

Members present: McManus, Niederkorn, Radloff, Ross, Rund, Tetrick, Trisko and Halgren (staff)

Members Absent: Fournier (excused)

Meeting called to order: 7:01 p.m.

### **Consent Agenda**

- Minutes – M/S/A
- Bills – M/S/A for December and January bills

### **Unfinished Business**

#### Repair and Maintenance

- Preventive sewer root maintenance was performed on 11/23
- Carpets and most upholstery were cleaned on 12/8
- Public Internet computer and Amy Commers' computer were replaced in early January.

#### 2018 Budget

- We do not anticipate additional bills for 2018, but at this point we have spent out at 87.32%.
- Due to road construction, we did not have our windows washed this year. Other accounts were not spent out because of unexpected savings, such as our lobby painted by SSP personnel. These savings will help to cover unbudgeted severance payments to lone Kealy who decided to retire in December.

### **New Business**

#### Circulation Stats

- Good news at last! With road construction over in mid-November, our circ was up 1.78% for November and 3.05% for December!

#### Preliminary Discussion of Memorandum of Understanding with DCL

- On November 26, Joel Hanson, City Administrator, presented the council with the request to enter into talks with Dakota County regarding a Memorandum of Understanding concerning the ramifications of a possible merger. Four board members (McManus, Radloff, Ross and Tetrick) were present as well as Halgren and Honora Rodriguez (library staff).
- The Council did agree to pursuing a Memorandum of Understanding with the county, and at the January 9<sup>th</sup> meeting of Discover Together Community Engagement meeting, Matt Smith, County Manager, expressed his wish to bring a basic draft of the memorandum to his county board in February.
- A meeting is scheduled for January 16 in Hastings to discuss the particulars, and Halgren presented to the board preliminary questions to be answered through this process. Board suggestions will be incorporated in final preliminary question document.

#### New Library Cards

- Our three new library card designs (bear with books, girl above the fireplace, and original 1927 building) arrived in January. They will be offered in addition to the current library building card.

#### Resignation of Lone Kealy/Promotion of Emily Whitman/Hiring of Sarah Livesay

- Halgren read Lone Kealy's resignation letter. The library enjoyed hosting a retirement Open House on December 19, honoring her 46 years at the library. She also was invited to the December 17 City Council meeting to hear a Proclamation of Lone Kealy Day for her resignation day, December 28, 2018.
- After posting internally for a Library Associate with an altered job description to reflect current needs, Emily Whitman was promoted to fill this position January 1.
- To fill Emily's position, we looked back at our excellent pool collected when Jill Davidson accepted another position, and offered Sarah Livesay a 22-hour Asst. Information Specialist position, which she accepted. Her first day was January 9.

#### 2019 Budget

- The final budget figure for the library following the Council's acceptance of the city budget in December is \$775,139.
- This is an increase of .11% over the 2018 library budget. The materials budget dropped from 85K to 80K.

#### Donation by South-West Lioness Club

- The library received a \$100 donation from the club for the purchase of large-print books.
- Titles ordered include *Judgment* by Joseph Finder, *Liar Liar* by James Patterson and Candice Fox, *Never Tell* by Lisa Gardner, *The Suspect* by Fiona Barton, *Verses for the Dead* by Douglas Preston and Lincoln Child, and *Wolf Pack* by C.J. Box.
- An acknowledgment letter was sent to Kathie Leary of the club.

#### Amnesty in April

- Dakota County Library System is considering a fine amnesty period for youth. It would occur from April 6-13.
- Halgren presented a document showing the results from the 2015 amnesty, detailing how much was waived for DCL patrons as well as SSP patrons in addition to the current status of these accounts. The program waived \$879 from 112 SSP accounts with SSP as the home library, which equals an average waiver of \$7.84 per youth.
- As of January 2019, 34% of these accounts have no fees associated with their cards; 43% have fees associated with their cards; and 23% are blocked due to fees above the borrowing limit.
- Motion made, seconded and approved to participate in Amnesty Week.

#### Board Applications

- Letters for reappointment to the board have been issued to McManus, Fournier and Tetric with a due date of January 28. McManus will not be reapplying for her seat.

#### Director's Review

- Halgren presented the board with a rundown of accomplishments for 2018 as well as goals for 2019.
- Motion made and approved unanimously to accept list of accomplishments and retain Halgren as director of library.

#### Upcoming Programming

- Adult Programs - Winter Reads (1/7-2/22); Clear the Clutter (1/28); Book Bingo for Adults (1/31); Healthy Cooking for Everyone (2/6); Valentine for the Ears (2/7)
- Children's Programs – Tape Town (1/23); Pizza and Preschoolers – (1/24); Library Explorers for Homeschoolers (2/8)
- Pop-Up January Book Sale – January 22-26, 2019
- Statistics from past programs attached to minutes.

Other/Correspondence

- Halgren read thank-you letters from Jill Davidson and Ione Kealy.

Meeting Adjourned: 8:35 p.m.

Next meeting – February 11, 2019

Respectfully Submitted,  
Kathy M. Halgren

# Programming Statistics

November and December 2018

Dates	# Prog	Program Name	Program Audience	Attendees
NOVEMBER				
1-Nov		Georgia O'Keeffe Discovery	Adult	14
2-Nov	1	Pumpkin Prints	Children	14
3-Nov	1	Mini-Drone Racing	Adult	37
5-Nov	1	Rock, Rattle, and Rhyme ST	Children	13
6-Nov	1	Storytime for 2s-6s	Children	13
7-Nov	1	Healthy Cooking	Adult	6
8-Nov	1	Mirrors and Reflection	Children	12
8-Nov	1	Author Visit: Carolyn Porter	Adult	15
9-Nov	1	Homeschool Poetry Tea	Children	13
10-Nov	1	Healthy Cooking	Adult	2
13-Nov	1	Storytime for 2s-6s	Children	19
14-Nov	6	SSPPS Community Preschool- KEC	Children Outreach	71
15-Nov	1	Parachute Play	Children	15
15-Nov	1	Veterans Voice Book Discussion	Adult	15
16-Nov	2	Maple Tree Day School	Children Outreach	27
19-Nov	7	Pathways to Play	Children Outreach	73
19-Nov	1	Rock, Rattle, and Rhyme ST	Children	4
20-Nov	1	Stories at Lawshe	Children Outreach	10
21-Nov	5	SSPPS Community Preschool-LC	Children Outreach	68
26-Nov	1	Rock, Rattle, and Rhyme ST	Children	11
27-Nov	1	Storytime for 2s-6s	Children	22
28-Nov	1	Building Bridges	Children	11
		Tech Tutoring	Adult	
totals	37			471
DECEMBER				
1-Dec	1	Snow Queen Storytime w/Occasions with Character	Children	32
3-Dec	1	Rock, Rattle, and Rhyme ST	Children	7
4-Dec	1	Storytime for 2s-6s	Children	13
5-Dec	1	Healthy Cooking	Adult	7
5-Dec	1	Homeschool Read This	Children	22

6-Dec	1	Book Bingo for Teens	Teen	0
8-Dec	1	Healthy Cooking	Adult	5
10-Dec	7	Pathways to Play	Children Outreach	76
10-Dec	1	Rock, Rattle, and Rhyme ST	Children	8
11-Dec	1	Storytime for 2s-6s	Children	22
12-Dec	6	SSPPS Community Preschool-KEC	Children Outreach	67
12-Dec	1	Afternoon Book Discussion	Adult	2
13-Dec	1	Painting Branches	Children	10
13-Dec	1	Evening Book Discussion	Adult	2
14-Dec	2	Maple Tree Day School	Children Outreach	38
17-Dec	1	Snowflakes and Jingle Bells	Children	11
18-Dec	1	Stories at Lawshe	Children Outreach	15
19-Dec	5	SSPPS Community Preschool-LC	Children Outreach	64
		Tech Tutoring	Adult	1
totals	34			402

### January 2019

Dates	# Prog	Program Name	Program Audience	Attendees
JANUARY				
7-Jan	1	Rock, Rattle, and Rhyme ST	Children	18
7-Jan	1	Smartphone Basics & Security	Adult	8
8-Jan	1	Sense-ational Animals w/DC Parks	Children	33
9-Jan	6	SSPPS Community Preschool-KEC	Children Outreach	70
9-Jan	1	Afternoon Book Discussion	Adult	0
10-Jan	1	Homeschool Lego/Marble Run	Children	11
10-Jan	1	Evening Book Discussion	Adult	5