

## **Library Board Meeting Minutes**

### **March 9, 2020**

Members present: Finander, Fournier, Peterson, Radloff, Rund, Tetrick and Halgren (staff)

Absent: Gold, Lehmann (excused)

Meeting called to order at 7:04 p.m.

*Worksession to follow at City Hall*

**Introduction and welcome of new board member:** Cheryl Peterson

### **Consent Agenda**

- Minutes – M/S/A
- Bills – M/S/A

### **Unfinished Business**

#### **Repair and Maintenance**

- New smaller RFID pads were installed at the main desk for check out and check in. The new technology in RFID chips made it necessary to upgrade the pads. The smaller size should cut down on accidental checkouts when people stop at the desk with their materials, too. The old pads will be repurposed throughout the building and will be useful when deactivating RFID tags.

### **New Business**

#### **Circulation Stats**

- Down 2.39% for February

#### **2019 Annual Report**

- Halgren discussed details of the annual report. The data elements were the same as last year.
- Visits were up 3.26% at 67,532 compared to 2018's 65,402.
- Reference transactions were calculated a bit differently to reflect the downward trend in reference compared to general transactions with patrons.
- Our public Internet sessions and wireless sessions were a bit down from 2018, which might have been caused by having "down" computers throughout the year.
- Our ILLs received from other libraries was up by 1223 items. Our ILL provided to other libraries held steady at 38,755 items.
- Overall circulation was 109,962 which was a decent increase from 2018's 107,652.
- When information retrievals from electronic collections are included, total collection use was 116,377, a 2.99% increase over 2018's 112,997 total collection use.
- In 2019, we offered slightly fewer programs (430 vs. 462), but our attendance was increased by 7.6% (8,563 vs. 7,958).
- Meeting room use was down a bit to 248 bookings compared to 304 in 2018.

- Volunteer hours were also down from last year, but in 2018 we had an incredible batch of volunteers, which makes a huge difference.
- Our direct revenue was over double what we took in last year (\$13,903 vs. \$6,750).
- *Motion made and seconded to approve the annual report as proposed. Approved unanimously.*

### **Proposal to Dakota County**

- Halgren reviewed the Proposal Regarding the Transfer of Library Operations from City of South St. Paul to Dakota County Libraries that the Council approved on March 2, reminding board members that this proposal is a negotiating tool that will allow the City and the Library Board to understand the County's intentions or interest toward the SSP Library. The board will not be voting on whether to join the County but whether to send the proposal.
- It was discussed that the majority vote of those present will rule over the motion. For the attendance at the meeting, that means that four votes constitute a majority.
- The resolution from the March 2 council meeting was also discussed.
- Greaves Radloff mentioned the discussion at her DCHS board meeting.
- The Library Board discussed their desire to be involved in next steps and discussions regarding the proposal.

*Motion made and seconded to agree to the submission of the Proposal Regarding the "Transfer of Library Operations from the City of South St. Paul to the Dakota County Libraries" to Dakota County, with the understanding that the Library Board will be involved in further future discussions.*

*Ayes:* Fournier, Peterson, Radloff, Rund, Tetrick

*Nays:*

*Abstain:* Finander

*Motion passes.*

### **Upcoming Programming Highlights**

#### **Adult Programs**

- Bob Ross Paint-along (3/9); Low-Waste Living (3/16); Smartphone Photography (3/30); Meditation for Inner Peace (4/6)

#### **Children's Programs**

- Clay Cupcakes with Abrakadoodle (3/11); Teen Summer Job Application Workshop w/CareerForce (3/12); Strong Spaghetti (3/24); Book + Craft: This is the Nest That Robin Built (3/26); ECFE Summer Activities & Safety Fair (4/2); Poetry Tea Time (4/3); Peeps Catapults (4/4)

#### **Popular Programs**

- ECFE Storytimes (2/11 – 2/13); Yarn Wrapped Words (2/14); Stories at Lawshe (2/18); Healthy Cooking (3/4). Winter Reads Adult Reading program ended in February with report to come in April.

**Other/Correspondence** – Sunday article in *Pioneer Press*

Meeting adjourned at 8:56 p.m.

**Next meeting – April 13, 2020**

Respectfully submitted,  
Megan Fournier  
Secretary

# Programming Statistics

February 2020 and partial March 2020

Dates	# Programs	Program Name	Program Audience	Attendance
<b>FEBRUARY</b>				
1-Feb	1	Decorate a Journal	Teen	0
3-Feb	1	Rock, Rattle, and Rhyme Storytime	Children	5
4-Feb	1	Storytime for 2s-6s	Children	28
5-Feb	1	Healthy Cooking for Everyone	Adult	3
6-Feb	1	Pajama Storytime for 2s-6s	Children	14
10-Feb	1	Rock, Rattle, and Rhyme Storytime	Children	6
11-Feb	1	ECFE Morning Storytime	Children Outreach	22
11-Feb	1	Storytime for 2s-6s	Children	20
11-Feb	1	ECFE Afternoon Storytime	Children Outreach	6
12-Feb	2	ECFE Storytime	Children Outreach	27
13-Feb	1	ECFE Storytime	Children Outreach	20
13-Feb	2	Maple Tree Day School	Children Outreach	40
13-Feb	1	Evening Book Discussion	Adult	6
14-Feb	1	Yarn Wrapped Words (Homeschool)	Children	22
18-Feb	1	Stories at Lawshe	Children Outreach	24
19-Feb	6	SSPPS Community Preschool-KEC	Children Outreach	67
24-Feb	1	Rock, Rattle, and Rhyme Storytime	Children	0
25-Feb	1	Storytime for 2s-6s	Children	27
26-Feb	5	SSPPS Community Preschool-LC	Children Outreach	61

		<b>Tech Tutoring</b>	<b>Adult</b>	<b>1</b>
<b>total</b>	<b>30</b>			<b>399</b>
<b>MARCH</b>				
<b>4-Mar</b>	<b>1</b>	<b>Healthy Cooking for Everyone</b>	<b>Adult</b>	<b>6</b>
<b>9-Mar</b>	<b>1</b>	<b>Rock, Rattle, and Rhyme Storytime</b>	<b>Children</b>	<b>3</b>
<b>9-Mar</b>	<b>1</b>	<b>Bob Ross Paint-along</b>	<b>Adult</b>	<b>13</b>
<b>10-Mar</b>	<b>1</b>	<b>Storytime for 2s-6s</b>	<b>Children</b>	<b>21</b>
<b>11-Mar</b>	<b>1</b>	<b>Clay Cupcakes w/Abakadoodle</b>	<b>Children</b>	<b>15</b>
<b>12-Mar</b>	<b>1</b>	<b>Teen Summer Job Application Workshop w/CareerForce</b>	<b>Teen</b>	<b>0</b>
<b>12-Mar</b>	<b>1</b>	<b>Evening Book Discussion</b>	<b>Adult</b>	<b>9</b>

Future Onsite Programming through May 31, 2020, has been cancelled due to social distancing requirements during the COVID-19 pandemic.