

## Library Board Meeting Minutes May 13, 2019

Members present: Finander, Fournier, Niederkorn, Radloff, Trisko and Halgren (staff)

Absent: Gold (excused), Reinhart (excused), Rund (excused), Tetrick (excused)

Meeting called to order 7:05 p.m.

### Consent Agenda

- Minutes – M/S/A
- Bills – M/S/A

### Unfinished Business

#### **Repair and Maintenance**

- Two public computers were replaced on April 30. We'd been upgrading older models, but they can't process applications fast enough, compared to the new processors.
- On May 9, Bonus Building cleaners wet vacuumed a portion of carpet in the adult nonfiction balcony where a patron had established their own personal bathroom.

#### **Amnesty Week/Fine Forgiveness Week**

- Dakota County Library and South St. Paul Public Library held a Fine Forgiveness Week to coincide with National Library Week from April 6 through April 13. During this time, accrued fines were waived for people who logged in to their account online, logged on to a public computer, accessed digital materials, checked in or out physical materials, or stopped in at the library to talk to staff about their account. Fines for damaged or lost materials were considered on a case-by-case basis.
- A total of \$6,020 in fines and fees were waived for 458 South St. Paul cardholders. This amount also includes fines and fees for Dakota County materials, not just South St. Paul materials. Bills waived for just South St. Paul materials throughout the system, including at SSP library, amounted to \$5,964, so some of these waived fines are included in the \$6,020 total for South St. Paul cardholders.
- An invitation to complete an online survey was sent out to those who received a waiver, with 86 South St. Paul cardholders responding. Halgren shared an overall summary of the program as well as samples of patrons' typed-in responses to the impact of fine forgiveness and the importance of the library in patrons' lives.
- Sample responses included:
  - *It's somewhere safe where my kids can go learn and socialize with other kids. We are also able to do movie night every weekend due to .50 cents rentals.*
  - *Sparking curiosity in our girls. Advancing their understanding of the world around them. Providing them barrier free access to knowledge and interests, regardless of who they are or what the subject is :)*
  - *The library has been phenomenal during my entire experience since I joined the South Saint Paul Library in the summer of 2012! Thank you!*
  - *I am a mom with young children and I work from home. The library is a special place we go to get new books, make new friends, meet old friends, and escape into playland. I love all of the learning toys and book selection that Amy so carefully plans. All of the staff are wonderful and have helped me find books when I needed it. We had a neighbor pass away and one of the ladies brought me every childrens book on death, dying, and grief that was on the shelves to help me with my 5 yr old. I could not love the SSP Library more.*
  - *My son is 7 and an avid reader. He sometimes misplaces his books. This results in the occasional late fee. We try to use it as a responsibility lesson. Getting forgiveness gave us a*

*great opportunity to talk about how forgiving others can be a great way to move forward after a mistake.*

- *I think fines help hold people accountable for returning materials on time. With that said, sometimes there are factors beyond control that prevent the prompt return. I think the fine forgiveness week was great. I am still held accountable, but also am able to have the fines forgiven.*

### **South St. Paul Public Library Mugs**

- A small shipment of mugs have arrived, but we were charged more than originally anticipated.
- Motion made and seconded to charge \$10 per mug. Approved unanimously.

### **New Business**

**Circulation Stats** – up 1.9% for April

### **Elections**

- Motion made, seconded and approved to table the elections until the June meeting when more members would be present.

### **April 22 Work Session Recap**

- Core services, the unique aspects of our library, and what we'd like to do in the future were requested at the last council work session of April 22, which Finander, Niederkorn, Radloff, Rund and Halgren attended.
- Other topics regarding the library consisted of the legal options for expending money to upgrade the library with the possibility of a referendum; the old building being repurposed as an art center; another base study for renovation done in tandem with City Hall and the public works building by Wold Architects; an ad hoc committee of employees, council members, citizens, etc.; moving the library to 7<sup>th</sup> Street; and separating discussions into the operation of the library and the actual building.

### **Report from the Library Sub-committee**

- Board members Finander, Niederkorn, Radloff, Reinhart, Rund and Tetrick met on Thursday, April 25, to outline a set of discussion points for the City Council as both groups continue to consider the implications of South St. Paul Public Library remaining an independent library within the county with associate status, or merging with the Dakota County Library System.
- Points for discussion:
  - In order to have all interested parties (including the Library Board, City Staff and citizens) present at the table when the library is discussed, the Library Board and City Staff request that "updates" and agenda items follow the usual procedure with a defined agenda report with identifiable topic, desired meeting outcomes, etc.
  - The attached document outlining current core services provided by public libraries.
  - The unique aspects of South St. Paul Public Library that address services to patrons as well as those that pertain to staff and the building (See attachment.)
  - The value of an independent city-owned and -operated public library to the community of South St. Paul and all its residents
  - The Library Board was, and still is, in strong favor of Option C1 from the study completed by LSE Architects in December 2016
  - Conducting a survey of stakeholders, asking their thoughts concerning the library, such as use of space, location, needs, services, etc.
- Halgren created a sample work session agenda report for the board to consider as well as two documents regarding core services and the uniqueness of South St. Paul Public Library. After some discussion and slight changes to the agenda report, the board agreed to the distribution of the documents for a June 10 work session with the council.
- Also, Halgren mentioned that at the City Employee and Council goal setting evening on April 29, the library was listed as one of the top five goals for consideration both by city staff and council members.

### **Offering Hot Spots for Checkout**

- Leo Ellman of Mobile-Link Communications presented Halgren with a local hot spot program utilizing npp.gov pricing whereby the library wouldn't pay for individual devices, but would pay approximately \$23 a month per device for mobile Wi-Fi.
- There's no contract, and the plan uses Sprint towers, which ensures unlimited service with no throttling. If a patron does not bring back the device, staff would have the ability to turn it off. This device would allow patrons to travel with the Internet, complete homework assignments, apply for jobs, etc., if they don't have Internet access at home.
- The board agreed to Halgren checking with other libraries about their experiences with hot spots, follow-up research, etc.

### **Upcoming Programming Highlights**

#### Adult Programs

- Mondays in the Park, welcoming adults with disabilities to sensory-friendly library programming, begins June 3.

#### Children's Programs

- Summer Discovery starts June 5 (materials will be shared in June); Amy will be visiting classes late May/early June.

#### Popular Programs

- Write Your Life program with the Loft Literary Center, a MN Legacy program, was held on April 15; our Healthy Cooking programs Wednesday mornings have delighted participants and staff alike; baby storytimes have been as popular as ever Monday nights; the ECFE Activities Fair on April 4 and the Angst Movie and Resource Fair on April 15 was a chance to share our services in the community

#### Book Sale

- We raised \$180.75 during National Library Week

#### **Other/Correspondence**

- Thank you from Neighbors, Inc.
- Email from S. Zittlow.

Meeting adjourned at 8:21 p.m.

Next meeting – June 10, 2019

Respectfully Submitted,  
Megan Fournier  
Secretary

# Programming Statistics

April and partial May 2019

Dates	# Programs	Program Name	Program Audience	Attendance
APRIL				
1-Apr	1	Rock, Rattle, and Rhyme ST	Children	5
2-Apr	1	Storytime for 2s-6s	Children	23
3-Apr	1	Healthy Cooking	Adult	7
4-Apr	1	ECFE Activities Fair	Children Outreach	101
5-Apr	1	Bubble Play	Children	13
8-Apr	7	Pathways to Play	Children Outreach	93
8-Apr	1	Rock, Rattle, and Rhyme ST	Children	9
9-Apr	1	Storytime for 2s-6s	Children	17
10-Apr	6	SSPPS Community Preschool-KEC	Children Outreach	74
10-Apr	1	Afternoon Book Discussion	Adult	1
11-Apr	1	Homeschool Poetry Tea	Children	0
11-Apr	0	Evening Book Discussion	Adult	0
13-Apr	1	Playful Parenting: We Are All Storytellers	Children	7
15-Apr	1	Write Your Life	Adult	9
15-Apr	1	Rock, Rattle, and Rhyme ST	Children	21
15-Apr	1	Angst Movie & Resource Fair	Adult Outreach	28
16-Apr	1	Stories at Lawshe	Children Outreach	2
17-Apr	5	SSPPS Community Preschool-LC	Children Outreach	89
22-Apr	1	Rock, Rattle, and Rhyme ST	Children	6
22-Apr	1	Online Travel Tips	Adult	4
23-Apr	1	Storytime for 2s-6s	Children	9
25-Apr	1	Head Start Storytime + Play	Children	19
25-Apr	1	Peeps Catapults	Teen	0
26-Apr	2	Maple Tree Day School	Children Outreach	37

29-Apr	1	Rock, Rattle, and Rhyme ST	Children	12
30-Apr	1	Storytime for 2s-6s	Children	35
		Tech Tutoring	Adult	2
total	41			623
MAY				
1-May	1	Healthy Cooking	Adult	5
2-May	0	DIY Garden in a CD Case	Children	0
6-May	0	Rock, Rattle, and Rhyme ST	Children	0
7-May	1	Storytime for 2s-6s	Children	28
8-May	6	SSPPS Community Preschool-KEC	Children Outreach	68
8-May	1	Afternoon Book Discussion	Adult	1
9-May	1	Evening Book Discussion	Adult	5
10-May	1	Homeschool Show and Tell	Children	15
13-May	7	Pathways to Play	Children Outreach	95
13-May	1	Rock, Rattle, and Rhyme ST	Children	7