

Library Board Meeting Minutes July 8, 2019

Members present: Finander, Fournier, Gold, Reinhart, Rund, Tetrick and Halgren (staff)

Absent: Niederkorn (excused), Radloff (excused), Trisko (excused)

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

Consent Agenda

- Minutes – M/S/A
- Bills – M/S/A

Unfinished Business

Revised Library Action Plan

- The revised action plan was brought before the council at the June 24 worksession (Finander, Radloff, Rund, Halgren and Rodriguez present) along with a variety of other documents, including: responses from Dakota County to various questions concerning becoming a party of their system; a council worksession report outlining financing options, tax savings, parking issues at the current site, referendum concerns, other partnership opportunities and various site options for new construction, etc., and a legal memo from city attorneys regarding the legal basis for the library and the board (see bullet below).
- Dates on the action plan have been revised so that a preliminary report is expected to be created by Sept. 6 with a review of the report on Sept. 9 by the Council, the Library Board and the public with next steps determined by the Council and the Library Board at the Sept. 23 worksession.
- Halgren mentioned talking with DC about their relocation of Pleasant Hill in Hastings to a temporary site while their library was being renovated. Discussion then centered on community engagement with such suggestions as a Survey Monkey survey, a table at Central Square and Black Sheep, Thursday night small group meetings at the library, etc.
- The board will brainstorm more engagement ideas.

New Business

Circulation Stats

- Down 1.58% for June

Resignation of Stephanie Oliva (Student Shelver)

- Our student shelver is busy with college and resigned effective July 10. We anticipate hiring a new shelver by the end of September.
- *Motion made and seconded to post advertisement for shelver. Passed unanimously.*

Legal Basis for Library and Board

- For the June 24 worksession, Kori Land and Aaron Price of LeVander, Gillen & Miller, P.A., prepared a memo addressing the issues surrounding “the operations of the city library, how it

fits within the city's structure, and who has power and control of its activities, operations, finances, employees and buildings." (quoted phrases are from memo)

- Basically, the city owns the land on which the library building resides, and the library board has "complete authority and control over library funds, personnel, grounds, and buildings and does not need council approval to take action in these areas. The only exceptions are land acquisition and building construction, which requires Board approval and council approval."
- If the city decides to renovate, the city does not need voter approval to set aside funds for renovation. Although the city can dispose of real estate throughout the city, "given the Board's authority over the operation and direction of the library, the city council cannot unilaterally decide to turn over the operations of the library to Dakota County without Board approval."
- The council also cannot abolish the board without its approval.

Preliminary 2020 Library Budget

- Overall, our expenditures for 2020 compared to 2019 fall at a 4.48% increase. Most of this increase is due to Commers' service recognition award, retiree paid insurance for Kealy, and a 3% COLA increase for librarians and support staff.
- Other expenses include increased programming funding due to ASL interpreting services for book club, a new Windows 10 PC for our self-check, and increased cost for courier services and carpet cleaning.
- Line items that have already been decreased include supplies, minor equipment and furniture, and clothing allowance.
- *Motion made and seconded to approve the preliminary budget. The motion passed unanimously.*

Donation from South-West Lioness Club

- The Lionesses have once again donated \$100 for large-print books. Titles purchased: *Lady in the Lake* by Laura Lippman, *The Last Widow* by Karin Slaughter, *Normal People* by Sally Rooney, *The Oysterville Sewing Circle* by Susan Wiggs, *Someone We Know* by Shari Lapena and *Window on the Bay* by Debbie Macomber.

LSTA Grant Pop-up Project

- In September 2018, the library was awarded an LSTA mini grant in the amount of \$7,667 to promote access to summer learning materials and programs through a portable library.
- Commers, our Youth Services Librarian, wrote the grant, which focuses on programming for children birth to grade 3. She has purchased a variety of materials (books, crafts/activities, games, Spanish-language materials) and has partnered with the South St. Paul Mayor's Youth Task Force in taking this portable library to such places as Clark Street Apartments & Townhomes (formerly Kaposia Terrace), the SSP Farmers' Market and Swimming Under the Stars.
- At these sites children and their caregivers can borrow fine- and fee-free materials, sign up for Summer Discovery, and engage in free activities for children in the hopes of preventing summer slide and preparing children for kindergarten.

Upcoming Programming Highlights

- Adult Programs
 - Pet Portraits w/Artistry (7/22); Adult Storytime at Mondays in the Park (8/5)
- Children's Programs
 - Art from Down Under w/Abrakadoodle (7/11); Where in MN is Carmen Sandiego? (7/12); Plarn w/ArtStart (7/16); Skyline Foam Prints w/The Art Room (7/24); Chinese

Brush Painting w/Artistry (7/25); Kamishibai Workshop (8/7); Friday Float-in Movie (8/9); three programs at Kaposia Education Center's Summer Learning Academy (7/30)

- Popular Programs
 - Jason Huneke's Juggling Show (6/11) brought in a huge crowd of 141 people; other popular children's programs in June included Global Bibliobop, Japanese Zen Garden with Artstart, Stuffed Animal Sleepover Storytime, Great Migrations with DC Parks, and Parrots of South America with Abrakadoodle. The Mobile Sign Shop at Kaposia Days was also a big hit with a tally of 175 people dropping by and the maximum (60) signs created. As far as adult programming, Floral Arranging (6/24) was very well attended.

Other/Correspondence

- Thank-you card and cookies from the Goodpasters
- New Instagram account (ssplibrary)
- Thank-you letter sent to Ann Dudero for her library subscription to *Smithsonian* magazine through the Adopt-a-Library program

Meeting adjourned at 8:28 p.m.

Next meeting – August 12, 2019

Respectfully submitted,
Megan Fournier
Secretary

Programming Statistics

June and partial July 2019

Dates	# Programs	Program Name	Program Audience	Attendance
JUNE				
3-Jun	1	Mondays in the Park: Meditation	Adult Outreach	0
4-Jun	11	Summer Reading Promo @ KEC	Children Outreach	644
5-Jun	1	Healthy Cooking	Adult	9
7-Jun	1	Global Bibliobop	Children	39
10-Jun	1	Native American Beadwork w/ArtStart	Teen	4
10-Jun	1	Rock, Rattle, and Rhyme ST	Children	4
11-Jun	1	Jason Huneke's Juggling Show	Children	141
12-Jun	1	Summer Playhouse	Children	26
12-Jun	1	Japanese Zen Garden w/ArtStart	Children	26
13-Jun	1	Create Your Own Travel Game	Children	8
13-Jun	1	Evening Book Discussion	Adult	6
14-Jun	1	Stuffed Animal Sleepover Storytime	Children	30
17-Jun	1	Great Migrations w/DC Parks	Children	20
17-Jun	1	Rock, Rattle, and Rhyme ST	Children	3
19-Jun	1	Summer Playhouse	Children	33
19-Jun	1	Pop-Up Project: Clark Place	Children Outreach	9
19-Jun	1	Pop-Up Project: Farmers Market	Children Outreach	22
19-Jun	1	Librarian on Wheels: Farmers' Market	Adult Outreach	12
20-Jun	1	Parrots of South America w/Abrakadoodle	Children	21
20-Jun	1	Map Crafts	Teen	5
21-Jun	1	Drive to School with Ozobots	Children	11

24-Jun	1	Rock, Rattle, and Rhyme ST	Children	3
24-Jun	1	Floral Arranging 101	Adult	16
26-Jun	1	Summer Playhouse	Children	31
26-Jun	1	Adventures on the Oregon Trail	Teen	0
27-Jun	1	Magic Tree House Bash	Children	9
29-Jun	1	Mobile Sign Shop w/ReadyGO @ Kaposia Days	Children Outreach	175
		Tech Tutoring	Adult	2
total	37			1309
JULY				
1-Jul	1	Mondays in the Park: Drum Circle	Adult Outreach	0
3-Jul	1	Healthy Cooking	Adult	7
8-Jul	1	Magellan's Journey with Ozobots	Children	16
8-Jul	1	Rock, Rattle, and Rhyme ST	Children	14