

## **Library Board Meeting Minutes September 14, 2020**

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

Absent: None

Meeting called to order at 7:08 p.m.

### **Consent Agenda**

- Minutes – M/S/A
- Bills – M/S/A

### **Unfinished Business**

#### **Repair and Maintenance**

- On August 21, Plunkett's came out to spray a wasp nest in one of Lucy's curls. The tech was unable to remove the nest due to its location.

#### **Preliminary 2021 Library Budget and Preliminary Levy**

- Halgren presented the intended levies for other cities within Dakota County with South St. Paul anticipating a preliminary levy of 4.44%. The library budget increase is now down to 0.32% from 0.38%, or \$826,598 vs. \$827,044 for 2021.
- *Motion made and seconded to approve the 2021 library budget. Approved unanimously.*

### **New Business**

#### **Circulation Stats/Holds Processed**

- We finally have some statistics for circulation, now that we're open to the public. Since August was a very soft launch of holds pickup and then express services, the library circulated 1,990 items, which means we're only down 75.1% from last August! It's picking up some in September.
- Meanwhile, library staff have processed 16,716 holds since April.
- According to the DCL Director's Report to the Library Advisory Committee, checkout of digital materials has increased 38% from July 2019 to 2020.

#### **Express Services**

- On August 17, the library opened its doors to "Express Services" for patrons, which consists of computer or copier use, picking up holds, or browsing our collections for 15 minutes with check out at the self-check. Computer use is limited to an hour a day.
- Staff are providing very basic reference service but are requesting patrons to call or use our online Book Match for more in-depth help.
- In general, things have been going very well with just a few patrons either not wanting to wear a mask or wanting to stay in the library longer than the limit.
- Staff also are offering curbside options for those patrons who want to partake of services but refuse to wear a mask.
- Mondays are still the busiest days, and we have reached capacity occasionally.

- The library board commended the staff on their creativity and willingness to provide solutions and services to the community during the pandemic.

### **Award from Wakota Federal Credit Union for Adult Resources**

- Wakota Federal Credit Union funds a Community Give Back Program, and this year the library was the recipient of a \$100 check to be used for adult resources. WFCU also provided a pizza, pasta and salad lunch to all available SSP City workers on August 31.
- Halgren sent a thank-you letter to WFCU and will confer with Rodriguez, Adult Services Librarian, for the best use of the donation.

### **Service Recognition Awards**

- A discussion centered around the supervisor service recognition awards that occur at 10 and 15 years of service and a one-time special award for other library workers for exemplary service above and beyond normal working situations.
- Halgren recommends offering Tracy Wanek a one-time pay performance award for her outstanding service before and during the re-opening of the library during the COVID-19 pandemic. This service includes a continual modification/organization of the physical library during each of three phases, including the creation of a processing/delivery room in our meeting room and the implementation of a second workstation downstairs for social distancing purposes; documentation of special procedures and quarantining practices for circulation staff; creating new staff schedules and spreadsheets for computer appointments/hold pickups; ordering PPE and other supplies due to COVID-19, etc. Her dedication and innovation were essential in re-opening the library for the public.
- The board commended Tracy for her hard work and dedication during the COVID-19 pandemic.
- *Motion made and seconded to approve a one-time pay performance award for Tracy Wanek for 5% of her monthly salary x 4 months, which totals \$950. Approved unanimously.*

### **Virtual Programming Highlights**

- Adult Programs – The book club enjoyed a virtual discussion of Jonathan Safran Foer’s *Extremely Loud & Incredibly Close*. Our second “Take and Make” craft project kit for adults is a “Spooky Terrarium,” with all 26 kits reserved for pick up this week.
- Children’s Programs – Virtual weekly storytimes resume Sept. 15 and will be posted on Facebook (using their “premiere” service so that they can be pre-recorded instead of recorded live) as well as YouTube. “Make and Take” crafts coming in October!

### **Other/Correspondence**

- Patricia Riley created some scarves for the staff in light of our cold snap. Halgren read her note and sent a thank-you card from the staff.
- Radloff mentioned that she will be renewing the library’s Dakota County Historical Society membership.

Meeting adjourned at 7:58 p.m.

Next meeting – October 12, 2020

Respectfully submitted,  
Megan Fournier  
Secretary

# Programming Statistics

August 2020 and partial September 2020

<b>Dates</b>	<b># Programs</b>	<b>Program Name</b>	<b>Program Audience</b>	<b>Attendance</b>
<b>AUGUST</b>				
<b>3-Aug</b>	<b>1</b>	<b>Cookbook Club</b>	<b>Adult Virtual</b>	<b>7</b>
<b>3-Aug</b>	<b>1</b>	<b>Grab &amp; Go Flower Lanterns</b>	<b>Adult</b>	<b>56</b>
<b>13-Aug</b>	<b>1</b>	<b>Evening Book Discussion</b>	<b>Adult Virtual</b>	<b>8</b>
<b>24-Aug</b>	<b>1</b>	<b>RAD Zoo (MELSA)</b>	<b>Children Virtual</b>	
		<b>Tech Tutoring</b>	<b>Adult Virtual</b>	<b>0</b>
<b>total</b>	<b>4</b>			<b>71</b>
<b>SEPTEMBER</b>				
<b>10-Sep</b>	<b>1</b>	<b>Evening Book Discussion</b>	<b>Adult Virtual</b>	<b>9</b>
<b>14-Sep</b>	<b>1</b>	<b>Take &amp; Make Spooky Terrariums</b>	<b>Adult</b>	<b>26</b>