

Library Board Meeting Minutes November 8, 2021

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

Absent: Gold (excused)

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

Consent Agenda

- Minutes - *moved by Rund, seconded by Lehmann, roll call vote, passed unanimously*
- Bills - *moved by Radloff, seconded by Tetrick, roll call vote, passed unanimously*

Unfinished Business

Repair and Maintenance

- On October 20, many small items were replaced or fixed. The girls' toilet seat which had been broken was replaced, and both bathrooms on the main floor received new toilet paper dispensers. The right front-door handle was also fixed.
- On the same day, Stoi's Sewer Service augered the main sewer line as preventive maintenance against backups.
- With our elevator having the same issue over the years due to sensor/photo eye misalignment, Halgren signed a repair agreement for a new door edge replacement that emits infrared beams the entire length of the door instead of just at the bottom edge. Unlike our current system where a person or item is hit by the door as it closes, the new system's door will reopen before contact simply by waving a hand in the elevator opening. The work is expected to be done in November. Although we will be overspending in account 6371 for Contractual Repair and Maintenance, as Finander pointed out, we will have extra funds in other accounts to cover this expense.

Motion to approve funding the repair of the elevator, made by Finander, seconded by Radloff.

Roll call vote, passed unanimously.

Virtual Library Cards for SSP Students

- The latest discussions have centered around statistics and recordkeeping for SSP's annual report since the actual virtual cards will have Dakota County barcodes. The IT department will be working on providing useful information for digital checkouts as well as overall use by SSP virtual card holders.
- Another meeting focused on website content, social media, posters and promotional cards, welcome emails to students, and a spreadsheet outlining responsibilities for communication and promotion of the program.
- Sarah Connolly, Youth Services Librarian, will be working with Renee Grassi, Youth Services Manager for DCL, to produce a video outlining the program. SSP staff have been trained in understanding how the virtual cards differ from regular library cards. No date has been set yet by the schools for a roll-out, but a meeting with school librarians is scheduled for November 9.

New Business

Circulation Stats

- Circulation for October was 6,644 items, which was much higher than 2020, but 19.83% lower than October circulation for 2019.

BKV Group Survey Results, Designs and November 10

- The BKV Group created a summary of the 10-question survey that ran from September 7 – October 7. A total of 411 surveys were submitted with 93% of the respondents from SSP. A word cloud was created for the respondents' three words describing their perfect library; 13 bullets listed responses for incorporating community culture and history into the new library; five bullets highlighted responses to features of a new library; the children's area and the architecture/style of our current building were the top responses to their favorite current space; browsing, reading, and finding resources on a specific topic were the top three activities bringing respondents to the library; most valued services were checking out materials onsite, digital services and access to technology; and additional program offerings, a more comfortable interior and better hours would bring people into the library more.
- The board does not have initial schematic designs to view tonight since the architects have been working feverishly on them over the weekend in preparation for the Open House on Wednesday, November 10. Five designs were narrowed down to two with collections arranged in various parts of the new library, but the large community room will be situated off the entrance in order to be highly visible as well as accessible when the library is closed. Halgren showed the exterior of West Seneca Library and Community Center as an example of the type of building the project team liked at the last meeting.
- On November 10, the House Capital Investment Committee will be arriving at the library around 5:30 pm, and the County will be presenting their requests for bonding from 5:30 to 6 pm. Then SSP will present their two requests for bonding from 6 to 6:15 pm. At the same time, Halgren will be up at the Centennial Room at Central Square for the Open House that will feature design schematics for the potential new library at Marie and 7th Avenues. The Open House runs from 5 to 7 pm, and board members are expressly invited to attend this event by the project team. An interactive version of the Open House will also be uploaded onto the project site for people who are unable to attend the in-person event.

October 25th Worksession

- Lois Glewwe has approached the City Council regarding the application for a Legacy Grant in the amount of \$10,000 in which she would hire an architectural historian to evaluate the current library for its possible placement on the National Register of Historic Places. At the worksession, the Mayor expressed an interest in obtaining video that would explain the requirements or obligations of being placed on the National Register, and there was some concern as to whether the application was just for a study or for the actual admittance to the National Register. Council member Dewey mentioned that at a National Register site she was familiar with the business could not change things, keeping the building as intact as possible with original furnishings while not being able to update it for ADA purposes, modern convenience, etc. The Council would like Joel Hanson, City Administrator, to look into legal ramifications, and Council member Hansen mentioned the need for a task force to look at all City-owned historical buildings/monuments to figure out what should be done with them. Halgren mentioned that she also understood National Register requirements to reflect what Council member Dewey had stated and that it might be difficult to find a buyer for the library if much-needed alterations could not be made.
- Regarding the inclusion of the school parking lot north of the proposed parking lot at the new library site, the Council agreed that it would make sense to engage with the school board even if it would add to the City's costs in the project. Along with key Dakota County employees, Joel and Sue Polka, City Engineer, will attend the November 8 school board meeting to discuss this option with their members.

Library Board Member Appointment

- Ellyn Thompson has expressed interest in becoming a member of the board. Halgren will prepare an agenda report requesting her appointment for the November 15 City Council meeting.

Hiring of Haley Begordis

- After advertising twice for an Assistant Information Specialist, Haley Begordis, a recent graduate (2020) from the University of MN who has worked in both the Wilson and the Biomedical Library on campus, will be starting on November 15. She also has a TESOL certificate and plans on working on her MLIS degree online in the spring. She will work 14 hours a week and may possibly pick up some extra hours during Dara Leitner's medical leave. She will begin at Step 1 of the pay scale at \$15.285 an hour.

Motion to approve the hiring of Haley Begordis at Step 1 of the Assistant Information Specialist pay scale as a non-exempt, hourly employee.

Moved by Romenesko, seconded by Rund, roll call vote, passed unanimously

Waiving of Children's Materials Fines in 2022

- As mentioned last month, Margaret Stone, Director of Dakota County Library (DCL), did request the waiving of fines for children's materials at the County Board meeting on November 2. The Board agreed to this request and it will begin January 1, 2022.
- Because DCL's fee schedule is already set for 2022, waiving will take place next year, but in 2023, there will be no fines listed for children's materials on their fee schedule. Fees for lost or damaged materials will still be assessed. DCL will also be looking at blocked children's cards as well as current fees on children's cards. Children are considered 18 and younger.

Motion to waive overdue fines for all children's materials in 2022, beginning January 1.

Moved by Radloff, seconded by Fournier, roll call vote, passed unanimously

Holiday Closings for 2022

- This year is quite unusual as major holidays fall on weekends and the City's policy gives employees Friday off when the holiday falls on a Saturday or Monday off when the holiday falls on a Sunday.

Motion to approve 2022 holiday closings for the library.

Moved by Romanesko, seconded by Radloff, roll call vote, passed unanimously.

Pandemic Programming Highlights

- Adult Programs - The virtual Cookbook Club continues to be popular with 10 attendees in October (10/18), and the library managed to attract a tough group – twentysomethings – to our virtual Comic Drawing for Adults (11/4). The Lavender Scrub Take and Make Kits are currently available for registration and pickup. *Upcoming:* Mini Art Show Take and Make (11/15); Adult Book Club featuring *Paper Towns* by John Green (11/18) and Cookbook Club featuring *Artisan Bread in 5 Minutes a Day* by Jeff Hertzberg (12/6).
- Children's Programs – Once again, the monthly scavenger hunt in the children's area was a hit with 46 participants in the October cat hunt. November's hunt features the planets of our solar system. Other programs in October included another outdoor storytime at the amphitheater (10/12) and a Make Your Own Monster Mask at Lorraine Park (10/25). Our first onsite storytime just occurred with Ojibwe storyteller Mi-zi-way DesJarlait (11/6). *Upcoming:* Virtual STEM Lab where Sarah makes a Spinning Noise Maker as participants experiment with sound (11/12); FAFSA Completion Workshop with Dakota County Technical College (12/20).
- Book Sale – November 15 – 19 - \$1 a bag sale!

Other/Correspondence

- Halgren read Michelle Lehmann's resignation letter, and the board expressed their appreciation for her service. Lehmann has moved to Eagan and must give up her seat on the board.

Motion to adjourn made by Radloff, seconded by Lehmann. Passed unanimously.

Meeting adjourned at 8:12 p.m.

Next meeting – December 13, 2021

Respectfully submitted,
Megan Fournier
Recording Secretary

Programming Statistics

October and partial November 2021

Dates	# Programs	Program Name	Program Audience	Attendance
OCTOBER				
1-Oct	1	Take and Make for Kids: Balloon Racing	Children	30
4-Oct	1	Meditation for Current Times	Adult Virtual	0
7-Oct	1	Fall Bird Watching	Adult Virtual	10
8-Oct	1	ECFE Baby Shower	Children Outreach	17
9-Oct	1	Fall Bird Walk	Adult	8
12-Oct	1	Outdoor Storytime	Children	8
12-Oct	1	Tech Tutoring	Adult	1
14-Oct	1	Adult Book Discussion	Adult Virtual	8
15-Oct	1	Maple Tree Day School	Children Outreach	48
18-Oct	1	Cookbook Club	Adult Virtual	10
25-Oct	1	Make Your Own Monster Mask	Children	6
31-Oct	1	Scavenger Hunt	Children	46
total	12			192
NOVEMBER				
1-Nov	1	Take and Make for Kids: Spinning Noise Makers	Children	24
6-Nov	1	Ojibwe Storytime	Children	11