

## **Library Board Meeting Minutes**

### **January 24, 2022**

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

Absent: (excused)

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

### **Consent Agenda**

- Minutes - *moved by Radloff, seconded by Romenesko, roll call vote, passed unanimously.*
- Bills - *moved by Fournier, seconded by Radloff, roll call vote, passed unanimously.*

### **Unfinished Business**

#### **Repair and Maintenance**

- With staff leaving in the fall, Lucy did not make it onto Midwest Winterizing's schedule for wrapping this year, but she seems to be holding up fairly well.
- With the City's regular maintenance staff returning to work, sinks throughout the library will be addressed.

#### **Virtual Library Cards for SSP Students**

- Plans are in the works for rolling out the virtual library card program to students in grades 9-12. We've seen more middle-school students in the library since the program has started, and there are statistics that they have been utilizing Hoopla, the library's streaming service.

### **New Business**

#### **Circulation Stats**

- December's circulation was 5,200 items, which was 26.4% higher than 2020's December circulation, but down 16.75% from 2019.

#### **2021 Budget**

- The 2021 budget is nearly spent out at 94.33%.
- There are very few outstanding bills, but the final general ledger will be presented in February.

#### **2022 Budget**

- The December finalized budget for 2021 is \$843,892, which is a .29% increase over 2021, and identical to the budget presented to the board in September. With natural gas prices rising, we may actually spend out account 6385 because of winter usage.

#### **Minimum Wage Increase for Shelves**

- Minnesota's minimum wage has increased from \$10.08 to \$10.33 an hour for 2022. Shelves are the only library staff that are affected by this.
- The five-step shelve scale consists of minimum wage as Step 1, Steps 2-4 increase by 25 cents, and Step 5 increases by 50 cents. So, in 2022, the shelve pay scale would be \$10.33, \$10.58, \$10.83, \$11.08, and \$11.58.

*Motion to approve the 2022 minimum wage increase for shelvers with typical Step increases. Motion made by Radloff, seconded by Gold, roll call vote, passed unanimously.*

### **Payout of Vacation**

- With COVID issues as well as staff resignations, Halgren has built up 108 hours of vacation over the maximum allowable (400) at the end of 2021. Managers within the City have these hours paid out at the end of the year and Halgren requests the same.

*Motion to approve the payout of unused 2021 vacation hours above 400 hours for Director Kathy Halgren. Motion by Tetrick, seconded by Radloff, roll call vote, passed unanimously.*

### **Director's Review**

- Halgren presented the board with a rundown of accomplishments for 2021 as well as goals for 2022 which include expansion of the virtual student card program, cataloging training for staff, employment workshops, and continued work with the County and other stakeholders with the new library project.

*Motion to approve the director's review and to approve Halgren as the Library Director for another year. Romanesko moved, seconded by Gold, roll call vote, passed unanimously.*

### **January 3 Proclamation and Presentation**

- At the January 3 City Council meeting, Honora Rodriguez and Sarah Connolly presented the fun events planned for the library's 100<sup>th</sup> Anniversary year-long celebration. Mayor Jimmy Francis read the proclamation stating 2022 as the "year of the South St. Paul Library."

### **January 10 Worksession Library Project Update**

- The City Council was informed that at the proposed library site former foundations and other debris of the houses once occupying the property were placed in their basements and then filled over. The County is asking the City to clean up the property before transfer.
- The County also would like a Joint Powers Agreement transferring the property and addressing other aspects of a merger by the end of May.

### **January 11 Dakota County Physical Development Committee Meeting**

- Jay Biedny, Capital Projects Manager, and Margaret Stone, DCL Director, presented the initial design of the proposed new library to the Dakota County Physical Development Committee on January 11. The presentation included interior specs and renderings as well as exterior renderings.
- The Committee voted 7-0 in favor of BKV Group's initial design with approval to further develop the design.
- The project was on the consent agenda for the Board of Commissioners meeting on January 18. The team will present again in June.

### **Library Board Applications**

- Finander, Fournier and Tetrick are up for reappointment to their seats. Terms last through Feb 28. Fournier and Tetrick will not be reapplying.
- At this time, the City has received four applications for the Library Board.

## **Pandemic Programming Highlights**

### Adult Programs

- The library displayed 18 mini canvases from participants in our Mini Art Show; 33 people enjoyed learning about Tarot cards in Tarot Insights with Nancy Antenucci (12/27), and the Winter Reads adult reading club started this month with 38 (25 in person and 13 online) signed up as of this evening. Virtual SSP Trivia Night using Crowdpuurr attracted 11 participants. Embroidery: Experimenting with Stitches with Parcel Arts is occurring tonight in the basement.
- *Upcoming*: Cookbook Club: Chicano Eats (2/7); Adult Book Discussion Group of *The Seed Keeper* by Diane Wilson (2/10).

### Children's Programs

- 23 children explored the children's area during the December scavenger hunt; January's hunt features books from the 1920s in honor of our 100<sup>th</sup> Anniversary.
- *Upcoming*: Brodini's Magic Show (1/28); Acrylic Painting with Artistry (2/8).

### **Other/Correspondence**

- Due to short staffing, the library just experienced two weeks of closing at 5 pm. Back to regular hours the week of January 24, but still no Saturday service.

Meeting adjourned at 8:12 p.m.

*Motion to adjourn made by Romanesko, seconded by Radloff, roll call vote, passed unanimously.*

Next meeting – February 14, 2022

Respectfully submitted,  
Megan Fournier  
Recording Secretary

# Programming Statistics

November, December and partial January 2022

Dates	# Programs	Program Name	Program Audience	Attendance
<b>NOVEMBER</b>				
1-Nov	1	Take and Make for Kids: Spinning Noise Makers	Children	24
4-Nov	1	Comic Drawing for Adults	Adult Virtual	11
6-Nov	1	Ojibwe Storytime	Children	11
8-Nov	1	Tech Tutoring	Adult	1
12-Nov	1	Maple Tree Day School	Children Outreach	33
12-Nov	1	Virtual STEM Lab	Children Virtual	0
14-Nov	1	Lavender Bath Scrub	Adult	17
18-Nov	1	Adult Book Club	Adult Virtual	8
30-Nov	1	Scavenger Hunt	Children	36
<b>total</b>	<b>9</b>			<b>141</b>
<b>DECEMBER</b>				
6-Dec	1	Cookbook Club	Adult Virtual	12
9-Dec	1	Adult Book Discussion	Adult	4
10-Dec	1	Maple Tree Day School	Children Outreach	16
15-Dec	1	Mini Art Show	All Ages	18
20-Dec	1	FAFSA Workshop	Teen	0
27-Dec	1	Tarot Insights	Adult Virtual	33
30-Dec	1	Scavenger Hunt	Children	23

<b>total</b>	<b>7</b>			<b>106</b>
<b>JANUARY</b>				
<b>1/13</b>	<b>1</b>	<b>Book Club</b>	<b>Adult</b>	<b>5</b>
<b>1/20</b>	<b>1</b>	<b>Virtual Trivia Night</b>	<b>Adult Virtual</b>	<b>11</b>
<b>1/24</b>	<b>1</b>	<b>Embroidery</b>	<b>Adult</b>	<b>7</b>