

Library Board Meeting Minutes

February 8, 2021

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

Absent: None (excused)

Meeting called to order at 7:05 p.m.

Consent Agenda

- Minutes (moved by Rund, seconded by Tetrick, roll call vote, passed unanimously)
- Bills (moved by Fournier, seconded by Rund, roll call vote, passed unanimously)

Unfinished Business

Repair and Maintenance

- Bi-polar ionization units to improve air quality and kill viruses were installed on both HVAC systems in the old building and addition on Jan. 13.

Programming Study by Dakota County for New Library

- HCM Architects and their engineering subcontractors visited the library for an assessment tour on Tuesday, January 12. Jon Elg was onsite to discuss mechanical and electrical needs, while library staff were available to consider workflow issues, unique aspects of the building such as the children's area, drainage outside the basement, open study carrels, lack of meeting space, etc. The crew then moved to the proposed site for new construction at 7th and Marie Avenues to get a feel for its parameters as well as to understand what land is owned by the City vs. the school district. Shannon Young provided a quick tour of the lower level of Central Square facilities adjacent to the amphitheater.
- On Friday, January 15, Joel Hanson, City Administrator, and Michael Healy, City Planner, met with DC staff and the architects to discuss zoning implications of the proposed parcel at 7th and Marie Avenues. Parking requirements, WSB's traffic study, utilities, the school district's intentions for their land, and the City's comprehensive plan were other topics on the agenda.
- On Thursday, January 21, four library staff members met at Pleasant Hill Library in Hastings to discuss possibilities for a future DC library with DC staff and the architects. The first portion of the meeting consisted of visioning what our library could be with the remaining time devoted to space and functional programming discussions. It was exciting to hear that the architects and Dakota County staff are looking to innovate a bit with this library! Potential aspects might include a large 80 to 100-person-capacity meeting room accessible after hours, an "open access" kiosk for people to check out holds when the library's closed, "furniture" where furniture helps define spaces, a designated quiet space, a calming room, at least 4 study rooms with a small conference room, a meeting area in the branch manager's office, a large workroom area for circulation staff with a 5-bin automatic materials handler, a play-and-learn unit that can be changed out with different scenarios for children, an outdoor patio area, computer pods rather than lines of computers for patrons, built-in rods for artwork, etc.
- On Tuesday, January 26, an examination of our hazardous materials/asbestos situation was aided by a previous study completed in 1991. On Wednesday, January 27, the outer envelope of the current library was assessed in terms of tuckpointing and general maintenance issues.

On Friday, January 29, our elevator was evaluated in terms of ADA compliance and general use.

- On Wednesday, January 27, the first of our bi-weekly meetings consisted of reports from various engineers and subcontractors, and to no one's surprise, our current library has ADA/accessibility issues, energy inefficiency, water intrusion, electrical and mechanical systems in needs of replacement, etc. But, one engineer commented on how amazed he was that our mechanical systems were still running well, thanks to proper care and maintenance! And the asbestos evaluator also concluded that there were less hazardous materials than he had expected. Our lighting system and security/fire alarm system (upgraded in 2014) were also praised.

Virtual Library Cards for SSP Students

- A meeting was held on February 4 with Renee Grassi, Youth Services Manager of DCL; Becca Spreigl, Media Specialist for SSP Schools; Kelly Tetrick, Director of Special Services for SSP Schools; Amy Commers, Youth Services Librarian; and Halgren to discuss parameters and issues surrounding virtual student cards as well as the needs of SSP schools in issuing these cards.
- It was determined that we will work on procuring cards for school staff first before rolling out the program to students in late September or early October.
- Both Spreigl and Tetrick will be talking to Paul Brashear, SSP Schools' IT Director, and Tetrick will put an item on the schools' Lead Team Agenda for Tuesday's meeting so there can be a discussion on which school district staff will attend a larger meeting with DCL, SSPPL, and school district staff to start nailing down key elements of a successful launch of the program. Virtual card program info sheet shared once again with board.

New Business

Circulation Stats

- We have not received our circulation stats from DCL for January yet, however we know with just curbside pickup of holds, our circulation will be down from last year's January circulation. We processed 4,108 holds in January.

Library Service Status

- The library is currently providing curbside service in addition to phone service. Discussion centered around possibly opening for Express Services in March, based on lower COVID cases. The board will defer to Halgren and staff's judgement regarding a safe opening in the future. Halgren promised to keep the board informed when opening.

Project READY

- Amy Commers, Youth Services Librarian, is participating in Project READY, a free, online curriculum created over three years by a team of collaborators from the University of North Carolina Chapel Hill's School of Library and Information Studies, North Carolina Central University, and Wake County Public Schools, funded by an IMLS grant. READY is an acronym for Reimagining Equity and Access for Diverse Youth.
- The focus of the curriculum is to improve library professionals' knowledge of race and racism, racial equity, and culturally sustaining pedagogy to improve relationships with, services to, and resources for youth of color and Native youth.
- State Library Services, MLA's PLD, and ITEM joined efforts at the end of 2020 to invite librarians serving youth to participate in cohorts who are working collectively to complete the course, which consists of 27 modules from January-June 2021.

- Commers is co-facilitating one of the four cohorts. They meet every other week for a virtual discussion with the cohort with assigned modules and journal reflections to complete before those meetings.
- There will also be two professional development opportunities with the whole group, one midway and the other at the completion of the course. In addition, there will be a virtual two-hour event in March with invited speakers from Minnesota to address how race, equity, and access are experienced by youth in our state.

State Library Services Presentation

- Amy Commers, Youth Services Librarian, was invited in January to present at the State Library Service's monthly virtual meeting for librarians serving youth. These "calls" came about at the beginning of the pandemic as a way for librarians to connect about how libraries around the state were pivoting their services to reflect the changing environment, especially as it became evident that months of summer reading planning were going to need to change in a matter of weeks. The calls have continued because attendees gave feedback that it was really useful to connect with colleagues this way. Now each month has a topic to focus the presentations and discussion.
- Commers was asked to speak about how she set professional goals for herself and library programs and services. She discussed the challenges and unique opportunities that being a "department" of one brings, but also shared how she uses feedback from patrons, trends in the fields of library and education, and personal subjects of interest, as well as community needs, to set goals that drive learning, growth, and change in library programs and services. Feedback was very positive overall and she was able to specifically connect with and encourage the Youth Services Librarian at Columbia Heights after the meeting.

100th Anniversary

- On Dec. 1, 2022, the South St. Paul Public Library will be officially 100 years old. Agenda item was placed on the agenda to spark a brain-storming session for celebration of this great event. Should we plan special events throughout the year, or focus on a specific time frame? Will we actually be able to have in-person events in 2022? Halgren shared the 1997 brochure celebrating the library's 75th anniversary.
- The board will come up with ideas to share at the next meeting.

Pandemic Programming Highlights

- Adult Programs – Our Winter Bird Watching program with Amy Simso Dean attracted 30 viewers (1/11), and 42 Take and Make and Learn Bird Feeder kits were picked up in January. The kits were for adults and children. Spice Samplers featuring berbere, adobo and harissa will be placed outside for pickup on three Fridays, beginning Feb. 5. Another "4 in 4" book review segment was posted on the library's YouTube channel for February. *Upcoming:* Virtual book discussion of *An American Marriage* by Tayari Jones (2/11) and Book Page Necklace Take and Make Kits with registration beginning Feb. 16.
- Children's Programs – Take and Make Fairy Winter Wonderland kits were distributed to 24 patrons the week of January 19. We also received 400 Take and Make 4-H Clothespin Race Car Kits from Dakota County, and have been distributing them to curbside pickup patrons. DIY Conversation Hearts Banner Kits were available for pick up the week of February 1. *Upcoming:* Snowy Day Tissue Paper Art Kits for pickup the week of Feb. 16.

Other/Correspondence

- Appointments for the board are expected at the March 1 council meeting; a virtual Meet and Greet is being discussed with the library having four applicants for three positions
- Open meeting law document discussed briefly

Motion to adjourn made by Rund, seconded by Gold. Passed unanimously. Adjourned at 8:43 p.m.

Next meeting – March 8, 2021

Respectfully submitted,
Megan Fournier
Secretary, Library Board

Programming Statistics

January and partial February 2021

Dates	# Programs	Program Name	Program Audience	Attendance
JANUARY				
5-Jan	1	Take and Make and Learn: Bird Feeders	Adult	42
5-Jan	1	Start the New Year with Meditation	Adult Virtual	10
11-Jan	1	Angie Haffely's PreK Morning Meeting	Children Virtual	9
11-Jan	1	Angie Haffely's PreK Evening Meeting	Children Virtual	6
11-Jan	1	Winter Bird Watching	Adult Virtual	30
12-Jan	1	Virtual Storytime	Children Virtual	8
14-Jan	1	Evening Book Discussion	Adult Virtual	9
19-Jan	1	Take and Make for Kids: Fairy Winter Wonderland	Children	24
19-Jan	1	Virtual Storytime	Children Virtual	6
20-Jan	1	Take and Make 4-H: Clothespin Racecar	Children	216
26-Jan	1	Virtual Storytime	Children Virtual	8
		Tech Tutoring	Adult	0
total	11			368
FEBRUARY				
1-Feb	1	Take and Make 4-H: Clothespin Racecar	Children	(Continued from January)
1-Feb	1	Take and Make for Kids: DIY Conversation Hearts Banner	Children	24

1-Feb	1	Cookbook Club	Adult Virtual	8
1-Feb	1	4 in 4 - February 2021	Adult Virtual	(Year-end tally)
2-Feb	1	Virtual Storytime	Children Virtual	4