

Library Board Meeting Minutes

March 14, 2022

Members present: Finander, Gold, Greaves Radloff, Hart, Styles Spooner, Thompson and Halgren (staff)

Absent: Gascoigne (excused), Romenesko (excused), Rund

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

INTRODUCTION OF NEW BOARD MEMBERS: Janelle Hart and Jenna Styles Spooner are both relatively new to South St. Paul but are excited to be involved in the community, especially during this time of transition with the library. Janelle is a part-time triage nurse and Jenna is a former Spanish immersion teacher who is now working with a nonprofit that supports families in a WSP elementary school.

CONSENT AGENDA

- Minutes
- Bills

Approval of the consent agenda items moved by Finander, seconded by Gold, passed unanimously.

UNFINISHED BUSINESS

Repair and Maintenance

- One of the public computers installed in February has been malfunctioning, but IT is hoping to put its issues to rest soon. A repurposed public computer is now up in the children's area, serving as a catalog computer.

NEW BUSINESS

Circulation Stats

- February's circulation of 5,253 items is nearly double February 2021's circulation figure, but 19.52% below February 2020.

Unique Management Reinstatement

- During the past two years, the library has not issued collection notices through Unique Management, an agency that specializes in working with libraries to recover unpaid fines and fees from patrons. This will change on April 4. While patrons with fines or fees over \$50.00 are blocked from checking out physical items, they can still use computers, digital resources, attend events, etc. Once these fines/fees exceed \$100, then the account will be sent to Unique Management.

Library Service Status and Staffing

- Haley Begordis, the library's recent Assistant Information Specialist hire, has resigned to pursue an opportunity at Minitex, and her last day is March 17. Karen Dyson, Circulation Supervisor/Library Associate, has expressed interest in working 32 hours per week. This presents an opportunity for our next Assistant Information Specialist since library staff have

heard that it's hard to retain information working just 14 hours a week. Instead of hiring for 14 hours, the job may attract a larger pool of applicants with an additional 8 hours added on (Dyson's reduction).

- Because of this new disruption to the library's available staff, the board agreed that adding Saturday hours at this time would not make sense, but thought that we should add Saturdays back in the fall.

Motion to approve advertising for a 22-hour Assistant Information Specialist position with Karen Dyson's reduction to 32 hours per week by Hart, seconded by Gold, and passed unanimously.

Latest New Library Discussions

- The latest discussions have focused on creating an optimal interior of the library with finishes and furniture used as way finders to different areas of the building.
- The overall consensus of the librarians on the project team was that two-person study rooms are more likely to be used than larger collaboration rooms, so one collaboration room will be converted into two smaller study rooms, bringing the total small study rooms to five.
- Staff cubicle and branch manager office layouts were determined, and upcoming meetings will focus on the front desk, the children's area, and collection management.
- Dakota County staff will be engaging Tribal Historic Preservation Officers of the Mdewakanton Sioux for recommendations concerning Native American images or representations.
- Greaves Radloff mentioned that it would be interesting to consider Dakota tribal colors or northern landscape colors for interior furnishings.

2022/2023 COLA Increase

- On March 7, the City Council granted AFSCME City workers a 3% COLA raise for two years (2022 and 2023). The library generally follows AFSCME protocols except where certain supervisory policies affect the librarians on staff. The raise is applied retroactively to January 1 for 2022.

Motion made to match the 3% City worker COLA raise for 2022 and 2023 by Finander, seconded by Styles Spooner, and approved unanimously.

June Block Party

- On June 23, the library will have a fun family-friendly event celebrating our 100th anniversary. The intent is to hold it outside as a block party featuring an El Burrito Mercado food truck, an ice cream truck, a coffee truck, a dance performance by Los Alegres Bailadores, a DJ from Complete Music, a community art project, a soak 'n' wet station, book bingo, prize books and more!
- Staff would like to use donations and perhaps money from the William Beyer fund to cover some expenses since the budgeted amount for the 100th Anniversary won't cover everything planned.

Motion made to approve the use of donation funds, including the William Beyer fund, to cover expenses for the 100th Anniversary Block Party in June by Thompson, seconded by Styles Spooner, passed unanimously.

Pandemic Programming Highlights

Adult Programs

- Winter Reads, the adult reading program, ended February 28; the report will be presented in April. The hybrid virtual/in-person book club discussion of Lisa Genova's *Love Anthony* attracted 8 participants.
- *Upcoming:* SSP Library History with Lois Glewwe (3/21) and Jumpstarting Creativity by the Loft Literary Center (4/18).

Children's Programs

- The Play and Learn Station is back up, and children are loving it again! A small NASA space tent is in the Little Room since so many people loved the rocket ship which is now at a school. The newest Take and Make Kit is DIY Scratch Art.
- *Upcoming:* Hot Air Balloons with Abrakadoodle (4/20).

Other/Correspondence

- Halgren shared the first "What If. . . ?" program flyer featuring a presentation by Rebecca Crooks-Stratton, the Secretary/Treasurer of the Shakopee Mdewakanton Sioux Community.

Motion to adjourn the March Library Board meeting by Greaves Radloff, seconded by Finander, passed unanimously.

Meeting Adjourned at 8:12 p.m.

Next meeting – April 11, 2022

Respectfully submitted,
Kathy Halgren
Library Director

Programming Statistics

February and partial March 2022

Program name	Program Start Date	Format	Target age	Attendance: in-person programs	Attendance: live virtual programs	Views at 7 days: recorded programs	Participants: self-directed activities
Cookbook Club: Chicano Eats	02/07/22	Live virtual program	adult(ages 19+)		5		
Acrylic Painting	02/08/22	In-person onsite program	ages 6-11	6			
Book Club	02/10/22	In-person onsite program	adult(ages 19+)	2			
Book Club	02/10/22	Live virtual program	adult(ages 19+)		5		
Scavenger Hunt	02/14/22	Self-directed activity	ages 0-5				18
Connecting Through Stories	02/22/22	In-person onsite program	ages 6-11	0			
Storytelling for Parents & Caregivers	02/28/22	In-person onsite program	adult(ages 19+)	0			
Scavenger Hunt	03/04/22	Self-directed activity	ages 0-5				14
Sticker Art, Posters and Patches	03/07/22	In-person onsite program	YA(ages 12-18)	4			
Book Club	03/10/22	In-person onsite program	adult(ages 19+)	5			
Book Club	03/10/22	Live virtual program	adult(ages 19+)		3		
Maple Tree	03/11/22	In-person offsite program	ages 0-5	34			