

# Library Board Meeting Minutes

## September 11, 2023

Members present: Finander, Gold, Hart, Romanesko, Rund, Tetrick, Thompson, Rodriguez (staff)

Absent: Styles Spooner, (excused)

Meeting called to order 7:02 p.m.

### **CONSENT AGENDA**

- Minutes
- Bills

*Approval of the consent agenda items moved by Thompson, seconded by Rund, roll call vote, passed unanimously.*

### **UNFINISHED BUSINESS**

- Repair and Maintenance – Our AC stopped working on Thursday, August 31 and wasn't repaired until Tuesday, September 5. Rodriguez made the decision to close since temperatures inside the building were 84-90 degrees with no ventilation in some areas of the library. Schadegg got it up and running again that afternoon, but it took until the next day to get the building cooled. One of the 2 circuit boards in one of the AC units is no longer operable.
- Hiring of New Youth Services Librarian – The City posted the opening and many highly qualified candidates applied. After 5 interviews, the position was offered to Carlos Espitia, who is currently an Adult Services Librarian at Eagan. Margaret Stone and Rodriguez are working out the details and determining a start date since he is a current DCL employee.

### **NEW BUSINESS**

- Circulation Stats
  - The Library circulated 6,936 physical materials in June, down 5.7% from 2022.
  - The Library circulated 6,642 physical materials in July, down 18.2% from 2022.
- Kaposia Library Tour – Rodriguez toured the new library in August with Mike Wiese from Dakota County. Mike's team is hoping to have the certificate of occupancy in early December.
- Artist Commissioned for Fireplace – Rodriguez worked with Margaret Stone and two members of the Dakota County Public Art Advisory

Committee to select an artist for the piece above the fireplace in the new Kaposia Library. The group selected Minneapolis mosaic artist, Juliette Perine Myers.

- Telephone Threats at Libraries – Libraries around the country have been receiving bomb threats via telephone. Margaret Stone sent out the county's "Bomb Threat Card" which their staff would use in such an event. Rodriguez sent this on to Police Chief Brian Wicke, who suggested some changes that would work for SSP Library. Rodriguez shared this with the staff and placed copies near our front desk phones.
- Virtual Cards for High School Students – Sarah Connolly and Rodriguez met with the new Youth Services Manager at Dakota County Library, Amanda Geske. A plan was made to get the virtual cards going for the high school students by the time we open the new library. After the middle school received virtual cards, there were changes in DCL staff and this had not been revisited. Amanda seemed eager and agreed we should pursue it as a way to start off our service to youth in the most accessible way possible. More to come.
- Summer Reading Program Report – Rodriguez shared Sarah Connolly's report on a successful summer of youth programming at the Library, with improved numbers from 2022.
- RIPL Conference Report – Rodriguez shared Emily Whitman's report on the grant funded conference she attended in July about how library data can positively impact SSP Library.
- Programming Highlights
  - A. Adult Programs – Altered Book Art, Farmers' Market Outreach
  - B. Children's Programs – The Jolly Pops, Give Old Clothes New Life, Brodini Magic Show

## **ACTION ITEMS**

- Annual Training Membership – As the end of the year approaches, Rodriguez encouraged staff to seek out training opportunities that could help them in the new library. Rodriguez reached out for information about a subscription to Homeless Trainings by Ryan Dowd. He is known in the library world and provides excellent trainings specific to library staff on topics beyond homelessness. Rodriguez requested to purchase their annual subscription for the whole staff to use for the next year. The cost is \$699 for a library the size of SSP. The plan is to assign a training for each of the staff to complete monthly. Then, the whole staff would take some time at staff meetings to discuss that month's training. With access to their entire catalog, staff could also do additional trainings at any time.

Motion to approve the purchase of an annual staff membership to Homeless Trainings for \$699 made by Gold, seconded by Thompson, roll call vote, passed unanimously.

- Closing Date for Current Building – Rodriguez spoke with Margaret Stone recently about the date the Library would close to the public. Both agreed that December 1<sup>st</sup> would be an appropriate last day open, as it is a date easy to remember, it is a Friday, and it gives the staff enough time before the certificate of occupancy to prepare the existing building for our move out. It also happens to be the Library's 101<sup>st</sup> birthday.

Motion to approve the closure of the current library building to the public on December 1, 2023 made by Romenesko, seconded by Rund, roll call vote, passed unanimously.

Motion to adjourn with the board's next meeting in October made by Finander, seconded by Tetrick, roll call vote, passed unanimously

Meeting Adjourned 7:46 p.m. Next meeting – October 9, 2023

## Programming Statistics

July through partial September

Program name	Date	Format	Target age	#
<b>Cooking with Kids (Canceled)</b>	07/03/23	In-person onsite program	all ages	0
<b>Storytime for Babies</b>	07/05/23	In-person onsite program	ages 0-5	3
<b>Summer Playhouse</b>	07/05/23	In-person onsite program	ages 6-11	9
<b>Crafternoon for Kids: Perler Beads</b>	07/06/23	In-person onsite program	ages 6-11	3
<b>The Jolly Pops</b>	07/07/23	In-person onsite program	all ages	42
<b>STEM Lab: Space Slime</b>	07/10/23	In-person onsite program	ages 6-11	22
<b>Storytime for 2's-6's</b>	07/11/23	In-person onsite program	ages 0-5	9
<b>Storytime for Babies</b>	07/12/23	In-person onsite program	ages 0-5	16
<b>Summer Playhouse</b>	07/12/23	In-person onsite program	ages 6-11	26
<b>Crafternoon for Teens: Bath Bombs</b>	07/12/23	In-person onsite program	YA(ages 12-18)	3
<b>Summer Playhouse</b>	07/19/23	In-person onsite program	ages 6-11	13
<b>DC Vaccination Clinic with Open Pantry</b>	07/19/23	In-person offsite program	all ages	63
<b>Toddlers Takeover</b>	07/21/23	In-person onsite program	ages 0-5	14
<b>STEM Lab: Ozobots</b>	07/24/23	In-person onsite program	ages 6-11	11

<b>Storytime for 2's-6's</b>	07/25/23	In-person onsite program	ages 0-5	0
<b>Storytime for Babies</b>	07/26/23	In-person onsite program	ages 0-5	5
<b>Summer Playhouse</b>	07/26/23	In-person onsite program	ages 6-11	16
<b>Give Old Clothes New Life: Repurposing Old and Thrifted Fashion</b>	07/27/23	In-person onsite program	YA(ages 12-18)	4
<b>Needle Felted Strawberries</b>	07/27/23	In-person onsite program	adult(ages 19+)	13
<b>Brodini Comedy Magic Show</b>	07/28/23	In-person onsite program	ages 6-11	7
<b>Storytime for 2's-6's (canceled)</b>	08/01/23	In-person onsite program	ages 0-5	0
<b>Storytime for Babies</b>	08/02/23	In-person onsite program	ages 0-5	6
<b>Toddlers Takeover</b>	08/04/23	In-person onsite program	ages 0-5	10
<b>Tech Tutor</b>	08/08/23	In-person onsite program	adult(ages 19+)	1
<b>Toddlers Takeover</b>	08/18/23	In-person onsite program	ages 0-5	11
<b>Altered Book Art</b>	08/21/23	In-person onsite program	adult(ages 19+)	8
<b>Tech Tutor</b>	08/22/23	In-person onsite program	adult(ages 19+)	1
<b>Toddlers Takeover</b>	09/01/23	In-person onsite program	ages 0-5	16
<b>Farmers' Market</b>	09/06/23	In-person offsite program	all ages	20