



Northfield Library Board

MEETING MINUTES RECORD

Meeting: Regular Library Board Meeting

Date: Sept. 12, 2018

Location: Northfield Public Library

Start time: 7:01 p.m.

Bunday Meeting Room

Adjourn time: 8:23 p.m.

Members present: Teagan Watkins, Neina Abdulai, Brad Schaffner, Liz Reppe, Tammy Hayes, Clarice Grabau, Maggie Epstein, Jane McWilliams, Max Gordan-Mercer

Members absent: Ryan Redetzke

Others present: Teresa Jensen (Staff Liaison), Becky Novotny (Clerical Liaison), Bill North (FFOL), Laurie Kodet (Library Staff), Edward Malner (Library Staff)

1. Call to Order	The meeting was called to order at 7:01 p.m. by Chair L. Reppe.	
2. Approval of agenda for Wednesday Sept. 12, 2018	L. Reppe proposed two changes to the meeting agenda. <i>Under 5. Reports</i> she wants to add <i>e. Outreach Report</i> . Under 7. <i>New Business</i> she wants to add <i>c. Poet Laureate Grant</i> .	It was moved by J. McWilliams and seconded by M. Epstein to approve the amended agenda for Sept. 12, 2018. All in favor. Motion carried.
3. Approval of minutes from Wednesday, July 11, 2018		Meeting minutes from Wednesday, July 11, 2018 approved via consent.
4. Public Comment	C. Grabau said that she spoke with someone that works at Wells Fargo, and they asked to have an issue date added to the City I.D. T. Jensen said that she would discuss it at the next City I.D. meeting to see if it would be difficult to add to the I.D.s.	
5. Reports		
a. Staff report (Laurie Kodet)	L. Reppe introduced Max Gordon-Mercer, new youth council representative. T. Jensen asked M. Gordon-Mercer why he decided to join the Library Board. M. Gordon-Mercer said he has taken part in library programming for some time. He was a volunteer, part of the page program, and is now a part of TAB. T. Jensen introduced L. Kodet, Outreach Services Manager, Volunteer Coordinator, and Shelving Staff Supervisor. L. Kodet said she is going to inform the Board about the outreach that the Library has been doing. Over the summer the Book Bike was at the Riverwalk Market Fair where they did a storytime. It seemed to have been successful. It started off slow with some bad weather days, causing them to cancel. June and July were really good, but then the attendance started to drop off, so they decided to stop going after the first weekend in September. The Book Bike is one place where she has been able to utilize lots of volunteers to either ride the bike or do storytime. L. Kodet said that with the Bookmobile they want to make sure they are reaching underserved populations. One of the ways they did that this summer was to take the Bookmobile to Tuesdays in the Park, which was a collaboration with Growing Up Healthy. They did 9 visits at 2 different locations, Northfield Estates Apartments and Dresden Park. Another population that they want to serve with the Bookmobile is children and families. The biggest way this was done was having the Bookmobile visiting	

	Books & Stars. A couple other events that the Bookmobile went to were Healthy Kids Day and an event at the Northfield Gymnastics Club. The focus for this fall is working to take the Bookmobile out to visit seniors. L. Kodet is working on 9-12 locations where she can put together 2-3 stops in a day. When visiting the seniors, there will be materials brought that they can check out, they can apply for library cards, and be informed about the Home Bound program. T. Jensen said that they took the Bookmobile to several Night to Unite locations. They also took the Bookmobile through the DJJD parade, and B. North rode the Book Bike. J. McWilliams asked if it could be arranged for someone to go over resources available online with the seniors at the site visits. L. Kodet said that might be a possibility.	
b. Director's Report (Jensen)	Written report submitted. L. Reppe asked about Fatima becoming a notary and if the Library is asked a lot for a notary. T. Jensen said that the Library has several notaries, and it is a free service that the Library offers. T. Jensen said that at the next Library Board meeting she will have the Library budget for the Board to review. The Library is asking for more money in their programming budget to fund Spanish Heritage Month. As part of the strategic plan the Library asks for a 2% increase in collection dollars each year. At this point the Library is not asking for anything out of the normal. There really isn't anything that the council should question. J. McWilliams asked what the Library Board's role is in the budget approval and if there is any outreach that would be helpful as Board members. T. Jensen said that at this point, the Library is not asking for anything unusual or above and beyond their normal budget, so there is nothing that the council would say they cannot fund for the Library. Currently the Library Board does not need to advocate for the Library with City Council related to the budget. T. Jensen said that next month she will bring budget numbers that the City Council will be looking to approve as they should be solid at that point. N. Abdulai asked how long the Library has been hosting the Spanish Heritage Festival. T. Jensen said it is the first year and hopefully the first of many.	
c. SELCO (Colwell)	B. Colwell absent. No report.	
d. Friends and Foundation of the Northfield Public Library (North)	B. North said that the FFOL walked in the DJJD parade handing out bookmarks and candy. They will be at the Carleton Student Engagement Fair collecting Library applications. The FFOL annual meeting is Sunday, Sept. 30. They will have a talk by Hans Muessig on the value of libraries to communities. The FFOL is on the verge of signing paperwork for their endowment. On Friday, Nov. 9, the FFOL will host their annual Trivia Bee at the Grand. They will then kick off their annual campaign.	
e. Outreach Report	L. Reppe said that she will not be able to go the City Council meeting on Sept. 18. She is wondering if another Board member can go in her place or should she go in October instead. T. Jensen said since the Library has a teen item on the agenda it would be great to have someone from the Library Board attend the meeting. L. Reppe will attend the City Council meeting in October.	
6. Old Business		
a. Strategic Planning Follow-up; Board Suggestions (Schaffner)	B. Schaffner sent around notes that the public awareness committee put together. He thought that the biggest thing that came out of their meeting was that the Library Board needs talking points to promote the Library. The other thing they talked about was having something they could hand out with 'Did You Know' ideas about the Library. B. North said that Library Board outreach is important as far as enhancing Library staff, to get out the word out, connect with different groups, and share information as to what the Library is doing. B. North said that not everyone on the Board feels they have the information to go out and represent the Library at an event. He suggests developing collectively such	

	information so that everyone on the Board can be a part of the information, ask questions about it, come back and give feedback, and make it more of a Board process. Likewise, he suggests looking at opportunities and thinking about how the Board's membership wants to take on these opportunities like Riverwalk, knowing what is coming down the road, and figuring about what groups the Board might want to reach out to. T. Jensen asked if B. North meant an outreach plan. B. North confirmed that is what he was thinking about. T. Jensen asked if this is something that the sub-committee can discuss and bring back to the Board. She also thought that the sub-committee or the larger board could come up with some talking points for the Library Board to use when talking at events. L. Kodet mentioned having Board members help at events to have an extra person there and assist Library staff would be helpful, and would be an opportunity to be involved in the outreach, be out in the community, and learn about what is going on at events. If anyone on the Board is interested in attending volunteer events they can let Teresa know, and L. Kodet can contact them when an opportunity comes up. L. Reppe suggested sending a list of volunteer opportunities out to the Board. L. Kodet said that she would do that. C. Grabau suggested having a brainstorming session at the next meeting on talking points for the Library. T. Jensen asked C. Grabau to head up that topic at the next Board meeting.	
7. New Business		
a. Call for new members (Robb Reppe)	L. Reppe said that there is a continual call for new Library Board members. T. Jensen said that right now the Library Board has two vacancies. Usually the call for new board and commission members is put out in November. The applications go to the City Clerk and then the Mayor appoints the new members. The Library Board is looking to add diversity with new members. B. North asked if there is a Library Board member job description and if not could they put something together. T. Jensen didn't know of one specifically. She said that she would put together something that can be sent out to the Board to share with others about the Board vacancies. J. McWilliams suggested writing a letter to the editor at the Northfield News or going on KYMN radio to speak about the vacancies.	
b. Teen Read Month and fine waiver	T. Jensen said she was approached by E. Lloyd, Children's Librarian, and L. Mestad, Youth Services Librarian, to declare October as teen reads month at the Library. They also asked if the Library can have a fine waiver for teens for the month of October as a way of recruiting and getting teens back in the Library. The teens will have to come into the Library and ask for their fines to be waived. City Council will have to approve the fine waiver. L. Mestad will be doing a presentation at the City Council meeting about teen services, what will be going on for teen reads month and why she wants to do a fine waiver.	
c. Poet Laureate Grant	Tabled until next month.	
8. Adjourn		
	Time: 8:23 p.m.	Meeting adjourned via consent.

Submitted by B. Novotny, Clerical Liaison