



Northfield Library Board

MEETING MINUTES RECORD

Meeting: Regular Library Board Meeting

Date: Dec. 13, 2017

Location: Northfield Public Library

Start time: 7:04 p.m.

Bunday Meeting Room

Adjourn time: 8:07 pm

Members present: Maggie Epstein, Sarah Weeks, Jane McWilliams, Liz Reppe, Dan Riehle-Merrill, Audrey Battiste, Teagan Watkins, Neina Abdulai,

Members absent: Tammy Hayes, Samuel Demas, Debra Ehret Miller, Ryan Redetzke

Others present: Teresa Jensen (Staff Liaison), Becky Novotny (Clerical Liaison), Bruce Colwell (SELCO Liaison)

1. Call to Order	The meeting was called to order at 7:04 p.m. by Chair D. Riehle-Merrill.	
2. Approval of agenda for Wednesday Dec. 13, 2017	J. McWilliams said that the visitor from the Senior Center, Lynne Pederson, will not be able to join us tonight. She will take a rain check for a future meeting.	It was moved by A. Battiste and seconded by M. Epstein to approve the agenda of Dec. 13, 2017 as amended. All in favor. Motion carried.
3. Public Comment	No public comment.	
4. Visit from Senior Center's Lynne Pederson	Lynne Pederson unable to attend Board meeting.	
5. Approval of minutes from Wednesday, Nov. 8, 2017		It was moved by J. McWilliams and seconded by M. Epstein to approve the Library Board minutes of Nov. 8, 2017. All in favor. Motion carried.
6. Reports		
a. Director's Report (Jensen)	T. Jensen said that the library has hired an Outreach Services Coordinator, Angelica Linder. She will be working 32 hours a week with prorated benefits. She is learning all of the desks now and the basic library skills now. T. Jensen said that the Municipal ID has been passed by the City Council. The Library is the place where the IDs will be administered. There are many details to be figured out at this point. L. Reppe asked if it was always the plan to have the library administer the IDs. T. Jensen said it was not part of the plan for the library to administer the IDs, but the City did research of other places that have a municipal ID program and they found one successful program that was administered from the local library. The City would like to have this program implemented by mid-March. T. Jensen said it is important to make this card be as useful as possible for it to be as successful as possible. The ID can't be used to vote or at the liquor store. It will be a photo ID. J. McWilliams asked if there is a group that has been lobbying for the ID or have done research on places that have these IDs that may be of help to the library. T. Jensen said she would like to use those people as volunteers to help with the application process. S. Weeks said that she did connect with the Human Rights Commission and they will be sending some representatives to the January Board meeting. D. Riehle-Merrill asked what the application will look like. T. Jensen said that there is an ordinance that says what kinds of IDs	

	can be used for the photo ID and the address verification. There is a long list of what will be accepted for ID verification. D. Riehle-Merrill asked if a Library staff member will be issuing the cards. T. Jensen said that Library staff will be inputting the information into a database, collecting the fee, taking a picture, and then sending that information to HR to create the ID. HR will then send the ID to the address provided. S. Weeks asked if part of the fee collected will go towards the staffing of the Library staff that will be issuing the cards. T. Jensen said that is a possibility.	
b. SELCO (Colwell)	B. Colwell said that SELCO has hired a consultant to help them with their strategic plan. That consultant has surveyed all of the SELCO library directors and SELCO Board members. They have had several focus groups to review what they heard from the survey. One of their focuses will be SELCO improving their relationships with their member libraries. By the spring, SELCO will have a new strategic plan in place.	
c. Friends and Foundation of the Northfield Public Library (North)	B. North absent. No report.	
d. City Council Sharing (Abdulai, Watkins)	T. Watkins and N. Abdulai attended the City Council meeting and it went well.	
7. New Business		
a. Library Board Officer Elections (Riehle-Merrill)	D. Riehle-Merrill read the descriptions of each officer position to be voted on for the election. D. Riehle-Merrill nominated S. Weeks for Chair. Nomination accepted by S. Weeks. A. Battiste nominated L. Reppe for Vice-Chair. Nomination accepted by L. Reppe on the contingency that her Board spot be approved to continue per City Council. J. McWilliams nominated N. Abdulai for Secretary. Nomination accepted by N. Abdulai. J. McWilliams moved to defer the office of Treasurer until the next meeting, since not all of the Board members were in attendance. She also suggested the creation of an election sub-committee for future elections of offices.	It was moved by J. McWilliams and seconded by A Battiste to defer the election of Treasurer until January. All in favor. Motion carried.
8. Old Business		
a. Library Strategic Plan (Jensen)	T. Jensen said that library supervisory staff are still working and making progress. They will soon be bringing it to the Library staff for review. They hope in January or February it will be on the agenda for the Board to review.	
b. 2018 City Budget Update	T. Jensen said City Council has approved an 8% levy. The only changes are a loss of a requested full-time position in Human Resources and two interns for the City. The 8 % levy limit will not in actuality change any existing City positions. For the Library, the difference in the budget from last year to this year is mainly the result from the compensation study.	
c. Library Board Community Outreach (McWilliams)	J. McWilliams submitted a written report from her visit with the Senior Center. She met with Lynne Pederson and Gordon Kelley of the Senior Center. She said that one thing that the Senior Center is missing is the Bookmobile. They were also wondering if they might be able to use the library space for some of their programs. They also mentioned having the same problem with reaching	

	various parts of the community as not everyone sees the Senior Center as an amenity.	
d. Bookmobile update (Jensen)	T. Jensen said they are working on the graphics. They are close to having that complete. They will be sending that off to Farber once complete. There still is no date as to when it will be delivered. The old bookmobile sold this week for \$3,500. The auction group will get their commission and then the rest will go back to the City.	
9. Upcoming Board Member Opportunities (Riehle-Merrill)		
a. December 12 th City Council Meeting & Work Session	City Council meeting was last night. The Board will wait until the new officers take over and new members join before they visit a City Council meeting again.	
b. January 10 th Board Meeting – Bring a Community Member	Human Rights Commission will be presenting at the January Library Board meeting.	
10. Adjourn		
	Time: 8:07 p.m.	J. McWilliams moved and A. Battiste seconded that the Board adjourn. All in favor. Motion carried.

Submitted by B. Novotny, Clerical Liaison