



# Northfield Library Board

## MEETING MINUTES RECORD

**Meeting:** Regular Library Board Meeting      **Date:** Nov. 14, 2018      **Location:** Northfield Public Library  
**Start time:** 7:02 p.m.      **Bunday Meeting Room**  
**Adjourn time:** 8:32 p.m.  
**Members present:** Teagan Watkins, Neina Abdulai, Liz Reppe, Tammy Hayes, Clarice Grabau, Maggie Epstein, Max Gordon-Mercer, Brad Schaffner  
**Members absent:** Ryan Redetzke  
**Others present:** Teresa Jensen (Staff Liaison), Becky Novotny (Clerical Liaison), Leesa Wisdorf (Library Staff), Margit Zsolnay (Public), Bill North (FFOL Liaison)

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| 1. Call to Order                                     | The meeting was called to order at 7:02 p.m. by Chair L. Reppe.  |   |
| 2. Approval of agenda for Wednesday Nov. 14, 2018    |  | Meeting agenda for Wednesday, Nov. 14, 2018 approved via consent.   |
| 3. Approval of minutes from Wednesday, Oct. 10, 2018 |  | Meeting minutes from Wednesday, Oct. 10, 2018 approved via consent. |
| 4. Public Comment                                    |  |   |
| <b>5. Reports</b>                                    |  |   |
| a. Staff report (Leesa Wisdorf)                      | T. Jensen introduced L. Wisdorf, Library Reference Manager. L. Wisdorf has been with the library for 24 years. She began her career supervising the children’s department and now oversees the children’s and reference librarians. As L. Wisdorf looks to retire this winter, the Library is re-evaluating some of her duties and determining who will assume these responsibilities. She has purchased the majority of the collection over the years. She is now training others on the purchasing process for these collections. She also does cataloging, including copy cataloging and original cataloging. She started the lap-sit program for babies and the teen board program. She was instrumental in starting the train show in the Library during Winter Walk. Originally, she asked Mr. Rado to show his model train while she read stories. Now, 2,500-3,000 visitors experience the train show during Winter Walk. L. Wisdorf was one of the people that helped originate and plan the Hispanic Heritage Celebration (HHC) this year. She shared photos of some of the events that took place during the festival. C. Grabau asked how much of the Library collection is in other languages. L. Wisdorf said that most non-English materials are in Spanish. As a guess she would say there are about 1,700 items in this collection, but it does not circulate well. |   |
| b. Director’s Report (Jensen)                        | Written report submitted. T. Jensen said she wanted to show her appreciation for the Library staff and all that they do. Being the size library that we are is great because we have the ability to act on ideas that our staff generates. M. Epstein asked if there was any negative feedback, from the public, about the events that the Library has been having. L. Wisdorf said that she has asked for feedback from staff about the HHC. Everything that she has heard has been positive. She has not heard of any negative feedback from the public. T. Jensen said that L.  |   |

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|  | Kodet and A. Linder went to Carleton and issued 60 City IDs as well as some library cards.   |  |
| c. SELCO (Colwell)   | B. Colwell absent. No report.  |  |
| d. Friends and Foundation of the Northfield Public Library (North) | B. North said that there were 19 teams at the Trivia Bee, a record number of teams. Their goal was to raise \$3,000 and they raised \$3,400. They have now moved into the Give the Max event that occurs tomorrow. They have a \$6,000 matching grant. Every dollar donated counts toward that match. They hope to have \$12,000, but would like \$15,000 by the end of the fundraising season. There will be a puzzle making competition on Saturday, March 23, from 10am-1pm at the Weitz Center that will be led by Nat Wilson. This event will be a fundraiser for the FFOL.   |  |
| <b>6. Old Business</b>   |  |  |
| a. Poet Laureate Library Board Committee                           | T. Jensen said that Rob Hardy, the Northfield Poet Laureate, was awarded a SEMAC grant for \$9,000. He is now in his final year. When the grant was first written for the Poet Laureate program, it started as an ACC project with sponsoring by the Library. T. Jensen would like members of the Library Board to take part in the Poet Laureate selection process. This would include structuring the application process, finding judges to make the selection for the new Poet Laureate, writing the grant, etc. In January or February T. Jensen will bring this topic back to the Library Board and ask for help with this program.  |  |
| b. Strategic Plan (Grabau, Schaffner)                              | C. Grabau said she made a table from the post-it notes created at the previous Library Board meeting of things that people liked about the Library. She is now wondering what to do with this table. L. Reppe said that there was talk of using it to create a list of talking points for the Board about the Library. C. Grabau said she would create a Google Doc to send to the Board. T. Jensen shared the category of documents that C. Grabau created on the screen. The categories included physical environment, formats, resources, activities, services, equipment, staff, and events. C. Grabau will send the table to the Board. It is still to be determined how this information will be used in the future. |  |
| <b>7. New Business</b>   |  |  |
| a. Library Board Member Status (Reppe)                             | L. Reppe said that C. Grabau will probably be leaving the Library Board as she joins the City Council, and M. Epstein will be leaving at the end of the year. R. Redetzke has resigned. There are now five vacancies on the Board needing to be filled. N. Abdulai asked where to direct people to apply. L. Reppe said that the application can be found on the City website.   |  |
| b. Library Board Duties (Reppe)                                    | L. Reppe feels like the Board is having somewhat of an identity crisis as to what they should be doing and what is their purpose. She researched what other Library Boards are doing. She referred to the Library Board packet. In looking through what others were doing, she found three main categories: 1. Advocate to stakeholders, 2. Promote to the community, 3. Represent the community. She found many ideas, but had a hard time finding action items as to relating to how other boards function. She asked for ideas from the Board as to how they can use this list. M. Epstein liked the layout of who you should be and what is expected of Board members.   |  |
| c. Library Board Work Plan (Reppe)                                 | L. Reppe created a list of ideas for a Library Board work plan. The list was included in the Library Board packet. L. Reppe would like to create a document that would be in the packet each month with ideas for ways that the Board can connect with the community. L. Reppe asked if there are policies that the Library Board should be reviewing. T. Jensen said there are always policies to assess. L. Reppe also mentioned asking for opportunities from the Library staff as to how   |  |

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|                   | <p>the Library Board can help. T. Jensen asked Library Board members to volunteer at the train show during Winter Walk. There are usually two shifts for volunteers, 5pm-6:30pm and 6:30pm-8pm. T. Watkins said she can work both shifts. N. Abdulai and M. Gordon-Mercer will also volunteer. Any other Board members that want to volunteer should contact T. Jensen.</p> <p>B. North said that when the Library was looking to remodel the Library Board visited other libraries in the area for ideas. He suggested visiting other libraries for ideas to bring back to Northfield. For example, if there are other libraries with an outreach program, going onsite and having a conversation might instigate ideas for the strategic plan.</p> <p>B. North suggested hosting a gathering of teachers to let them know about events going on in the library.</p> |                                |
| <b>8. Adjourn</b> |   |                                |
|                   | Time: 8:32 p.m.   | Meeting adjourned via consent. |

Submitted by B. Novotny, Clerical Liaison

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