



# Northfield Library Board

## MEETING MINUTES RECORD

**Meeting:** Regular Library Board Meeting

**Date:** June 12, 2018

**Location:** Northfield Armory

**Start time:** 6:59 p.m.

519 Division Street

**Adjourn time:** 7:48 p.m.

**Members present:** Sarah Weeks, Jane McWilliams, Teagan Watkins, Neina Abdulai, Ryan Redetzke, Brad Schaffner, Liz Reppe, Tammy Hayes, Audrey Battiste, Clarice Grabau, Samuel Demas

**Members absent:** Maggie Epstein

**Others present:** Teresa Jensen (Staff Liaison), Becky Novotny (Clerical Liaison)

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| 1. Call to Order                                   | The meeting was called to order at 6:59 p.m. by Chair S. Weeks.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                         |
| 2. Approval of agenda for Wednesday June 12, 2018  | S. Weeks proposed to discuss 6. <i>Old Business c. Proposed By-law Updates</i> before 6. <i>Old Business b. Library Board Strategic Planning</i> . She also wants to announce some news in regards to her personal situation at the beginning of the meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | It was moved by J. McWilliams and seconded by T. Hayes to approve the agenda of June 12, 2018 as amended. All in favor. Motion carried. |
| 3. Personal Announcement (Weeks)                   | S. Weeks announced that she has accepted a position at Oberlin College in Ohio starting August 1. The July Library Board meeting will be her last meeting as chair. L. Reppe will be taking over as chair of the Board until the end of the year. The Board will need to elect a new vice-chair at next month's meeting. S. Weeks said that M. Epstein is interested in the vice-chair position. She asked for additional nominations, but there were none. The Board will take nominations next month as well.                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                         |
| 4. Approval of minutes from Wednesday, May 9, 2018 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Meeting minutes from Wednesday, May 9, 2018 approved via consent.                                                                       |
| 5. Public Comment                                  | No public comment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                         |
| <b>6. Reports</b>                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                         |
| a. Director's Report (Jensen)                      | T. Jensen said that the City I.D. program is going smoothly. City I.D. application is Monday mornings and Wednesday evenings. It will also be available the first Saturday of the month. There has not been a first Saturday yet, so there is a high expectation for July 7 as being a day of high volume of people applying. She encouraged the Board to get their City I.D. T. Jensen said that the Library has purchased a button making machine. They will be making new Library Board buttons. C. Grabau asked how many people have gotten their City I.D. so far. T. Jensen said about 110 have gotten their I.D. There is a P.R. campaign that is on the City I.D. website and there are posters that have been put up with images of people in and around town. Steve Maus was the creative force behind the campaign. The slogan being used is <i>Our Community Your Home</i> . S. Maus came up with and executed the campaign and was also the photographer. |                                                                                                                                         |
| b. SELCO (Colwell)                                 | B. Colwell not present. No report submitted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                         |
| c. Friends and Foundation of the                   | B. North not present. No report submitted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                         |

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| Northfield Public Library (North)           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>7. Old Business</b>                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| a. Library Board community outreach (Weeks) | <p>S. Weeks asked for volunteers to go to the Riverwalk Market Fair. Volunteers are as follows: June 16 - S. Weeks, June 23 - T. Hayes, June 30 - R. Redetzke, July 7- L. Reppe, July 14 - C. Grabau.</p> <p>S. Weeks asked for volunteers to attend the City Council meeting on June 19. J. McWilliams will attend the meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| b. Proposed Bylaw Updates (Weeks)           | <p>S. Weeks asked to go through the proposed by-law updates to look for any suggestions to the wording of the updates.</p> <p>T. Jensen asked for a change to Article I of the by-laws, <i>The name of this body shall be "the Library Board" of the City of Northfield and the library shall be known as the "Public Library of the City of Northfield, Minnesota"</i> to read 'Northfield Public Library'.</p> <p>L. Reppe questioned the wording of Article III, Section 1, as to who a Board member notifies if they are to resign. T. Jensen said that the Mayor is to be notified when a Board members resigns and a letter of resignation needs to be submitted to the chair of the Library Board that gets passed on to the Mayor. S. Weeks suggested changing, <i>Board members must notify the chair of a desire to resign in a timely manner</i> to 'Board members must notify the chair of a desire to resign in a timely manner by a letter of resignation addressed to the Mayor and delivered to the City Clerk.'</p> <p>B. Schaffner suggested to change Article III, Section 1, 'Board members must notify the chair of a desire to resign in a timely manner' to read 'Board members must notify the chair in writing of a desire to resign in a timely manner.'</p> <p>T. Hayes suggested a change to Article III, Section 3, 'Where feasible, the Board chair shall appoint one person to represent the Board at meetings of SELCO, and shall invite that person to attend all Board meetings as an "ex-officio" member of the Board.' to read 'Where feasible, the Board shall elect one person to represent the Board at meetings of SELCO. If that person is not a member of the Library Board, the Board shall invite that person to attend all Board meetings as an "ex-officio" member of the Board.'</p> <p>T. Jensen suggested a change to Article IV 'The Committees shall address issues and needs determined by the Board such as, for example, the following:</p> <ul style="list-style-type: none"> <li><del>-Gifts to the Library</del></li> <li><del>-Fundraising</del></li> <li><del>-Library Budgets</del></li> <li><del>-Facility maintenance, planning and improvements</del></li> <li><del>-Personnel issues</del></li> <li><del>-Strategic planning for library operations, programs, services, and equipment</del></li> <li><del>-Community partnerships, outreach programs, public relations</del></li> <li><del>-Special events</del></li> <li><del>-Liaison with the Friends and Foundation of the Northfield Library</del></li> </ul> <p>To read 'The Committees shall address issues and needs determined by the Board.'</p> <p>T. Hayes asked if the by-law changes need to go to City Council. S. Weeks said no as they are the personal by-laws of the Board. The changes get posted on the Library website.</p> | <p>It was moved by S. Demas and seconded by J. McWilliams to approve the by-law amendment to Article 1. All in favor. Motion carried.</p> <p>It was moved by S. Demas and seconded by J. McWilliams to approve the by-law amendment to Article III, Section 1. All in favor. Motion carried. S. Demas withdrew his motion to change the wording of Article III, Section 1.</p> <p>It was moved by B. Schaffner and seconded by A. Battiste to approve the by-law amendment to Article III, Section 1. All in favor. Motion carried.</p> <p>It was moved by S. Demas and seconded by J. McWilliams to approve the by-law amendment to Article III, Section 3. All in favor. Motion carried.</p> <p>It was moved by C. Grabau and seconded by T. Hayes to approve the by-law amendment to Article IV. All in favor. Motion carried.</p> <p>It was moved by L. Reppe and seconded by A. Battiste to accept the by-laws as</p> |

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|                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | amended. All in favor.<br>Motion carried.                                                                                                                                                                                                                                                                                                                                      |
| c. Library Board Strategic Planning (Schaffner, North, McWilliams) | <p>B. Schaffner said that the committee met several times for about 4 hours total. They found that there are two strategic initiatives for the Board; one was increase public awareness and the other was partnerships. Their conclusion was that they think that the Board should focus on increasing public awareness as their strategic initiative. They thought that partnerships could fall under public awareness.</p> <p>T. Jensen suggested having a vote to accept the Board initiative as public awareness and then develop a sub-committee to work on this initiative. Next month the Board will develop a sub-committee to work on the strategic initiative.</p> | <p>It was moved by L. Reppe and seconded by T. Hayes to accept the recommendation of the sub-committee to make increasing public awareness the strategic initiative of the Board. All in favor. Motion carried.</p> <p>It was moved by J. McWilliams and seconded by B. Schaffner to disband the ad hoc sub-committee on strategic planning. All in favor. Motion carried.</p> |
| <b>8. New Business</b>                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                |
|                                                                    | No new business.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                |
| <b>9. Adjourn</b>                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                |
|                                                                    | Time: 7:48 p.m.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Meeting adjourned via consent.                                                                                                                                                                                                                                                                                                                                                 |

Submitted by B. Novotny, Clerical Liaison