



Northfield Library Board

MEETING MINUTES RECORD

Meeting: Regular Library Board Meeting

Date: Dec. 11, 2019

Location: Northfield Public Library

Start time: 6:59 p.m.

Bunday Meeting Room

Adjourn time: 8:22 p.m.

Members present: Cathy Oehmke, Robert Anderson, Mason Randall, Bill Johnson, Brad Schaffner, Thelma Estrada, Max Gordon-Mercer, James Shuffelton

Members absent: Grace Casson, Margit Zsolnay

Others present: Teresa Jensen (Staff Liaison), Becky Novotny (Clerical Liaison), Debbie Navarro (FFOL), Katlin Heidgerken-Greene (Library Staff), Judy Schotzko (SELCO)

1. Call to Order	The meeting was called to order at 6:59 p.m. by Chair M. Randall.	
2. Approval of agenda for Wednesday Dec. 11, 2019	T. Jensen asked to add the Boards & Commission year in review report to the agenda under <i>New Business</i> , 7A. She passed around copies of the Boards & Commissions year in review document.	Approval of meeting agenda as amended for Wednesday, Dec. 11, 2019. Motion by: C. Oehmke Second by: T. Estrada All in favor. Motion approved.
3. Approval of minutes from Wednesday, Nov. 20, 2019		Meeting minutes from Wednesday, Nov. 20, 2019 approved via consent.
4. Public Comment	No comment from the public.	
5. Reports		
a. Staff Report (Katlin Greene)	T. Jensen introduced Katlin Greene, Reference Services Manager. K. Greene has been working at the Library for 9 months. She grew up in Andover, MN. She attended St. Olaf College where she received her degree in Women's Studies and Social Studies Education. For a year, after attending St. Olaf, she worked at a Montessori School. Her MLIS was acquired at the University of Wisconsin-Madison. Following her schooling at UW-Madison, she worked for a short time at Hennepin County Library and then moved onto Anoka County Library. Some of the duties at Anoka were similar to those that she does now in Northfield including programming, outreach, working the desk, and managing staff. As she moved up to a Library II position, she worked with youth/teens and did storytimes. She enjoyed working with different teams and having a variety of duties to do as part of her job. Her family includes her husband, Aaron, who works at Carleton and a son, Nathan. She just bought a house in Northfield. One of her favorite things about her current position is that she gets to work in many areas of the Library. This fall she started doing a Saturday storytime for families. B. Johnson asked why there is a break from storytimes during December. K. Greene said that historically storytime has low attendance during the holidays. C. Oehmke asked what has been a challenge in her new position. K. Greene said she has had a lot of learning to do to master all of the different areas that she is in charge of. She has started a couple of committees including a public relations committee. M. Gordon-Mercer asked about the growing the college resources in the non-fiction collection. K. Greene said she worked with L. Mestad to enhance the collection.	

b. Director's Report (Jensen)	Written report submitted. T. Jensen said that she is looking for a way to have the Library Board more involved in decision making. This will include a monthly report from the teen members of the Library Board. The other addition will be a monthly question to bring about ideas or assist in decision-making done at the Library. B. Johnson noted that the circulation % of change was down for November 2019. T. Jensen said that most months that number is up.	
c. SELCO (Schotzko)	J. Schotzko said that the MALF state board made a decision to no longer hold their meetings at the MLA Conference. They will hold their own separate meeting. The hope to get more members of the Friends of the Library groups to attend, as they will not have to pay the MLA Conference registration fee. J. Schotzko said she is on the SELCO by-laws committee. This committee will be working to change the SELCO by-laws. The biggest change will be the number of members on the SELCO board. J. Schotzko asked the Library Board to think about having their own representative to the SELCO board. T. Jensen asked if J. Schotzko would like this on the Library Board agenda for January. J. Schotzko said yes. One of J. Schotzko's concerns is the possibility of board members being appointed by the county commissioners.	
d. Friends and Foundation of the Northfield Public Library (North)	Debbie Navarro is representing the FFOL in for Bill North's absence. D. Navarro said they have been working on a membership drive. They are calling it 100 members in 100 days. So far, they have acquired around 60 new members. On Feb. 15 the FFOL will be having a Latin Dance night at the Armory. This was an idea brought to them by Angelica Linder. They are considering having a silent auction and food trucks. They are also thinking of having a portion of the event be for families that will include a story time. M. Randall said that the FFOL will be funding the entire event.	
e. Teen Board report	M. Gordon-Mercer said that he represented TAB at the high school National Honor Society Volunteer Fair. B. North talked to the teens about making the Library a more welcoming place for teens. M. Gordon-Mercer said TAB is working to send out a survey to the high school students about what they think of the Library. TAB will be staffing the train table created by their members during the Library train show.	
6. Old Business		
a. Board and Commission liaisons	T. Jensen said that in January and February she will be asking Library Board members to look at other Boards and Commissions in town and bring information from those Boards back to the Library Board.	
7. New Business		
a. Monthly question: What is the role/responsibility of the library in hosting, conducting other organizations' initiatives? T. Jensen said the Library was contacted by an outside organization to hold their blood drive in the Library. T. Jensen said that there was a discussion and it was decided to allow the blood drive to be held at the Library. There has been other organizations that have asked to host non-library initiatives at the Library. T. Jensen is wondering what the Library Board thinks of having these types of events taking place in the Library. She wonders if there should be a policy about this or should it be kept as a case-by-case basis. B. Johnson asked if there has been tracking of the decisions made as to which things they have said yes to and what they have said no to. T. Jensen said they do not have a record of that data. M. Randall mentioned the 501(c)(3) as a guide. J. Schotzko suggested having the option of telling the requesting party that the Library Board needs to decide what organizations can use the Library or not. T. Jensen said she has checked with the City Administrator and the management team of the Library on making these decisions in the past. B. Johnson said that if documentation on the particulars of the decisions on whether or not we hosted the activity are kept for a length of time, a policy will most likely create itself. R. Anderson gave the idea to have an organization interested in using the Library to come and use the collection based on their initiatives topic. Have them find items in the collection and feature those items to advertise the event or have them available during the event.		

b. Boards & Commission Year in Review	T. Jensen said that the City is asking the Library Board to put together a year in review summary report for the City. T. Jensen would like input from the Library Board on what should go in this report. B. Johnson suggested having a mash-up between Library Board initiatives and Library initiatives. He also said that the addition of diapers and the care cabinet make the Library a more welcoming place for families with kids. M. Gordon-Mercer mentioned the teen game night and teen book group have been successful items for youth this year.	
8. Other		
	M. Randall said that it is Bob Anderson's last meeting and thanked him for serving on the Library Board.	
9. Adjourn		
	Time: 8:22 p.m.	Meeting adjourned via consent.

Submitted by B. Novotny, Clerical Liaison