



# Northfield Library Board

## MEETING MINUTES RECORD

**Meeting:** Library Board Meeting

**Date:** August 17, 2016

**Location:** Northfield Public Library  
Conference Room

**Start time:** 7:26 p.m.

**Adjourn time:** 9:00 p.m.

**Members present:** Jon Denison, Amy Goerwitz, Dan Riehle-Merrill, Ryan Redetzke, Liz Reppe, Sarah Weeks, Audrey Battiste, and Cynthia Terry

**Members absent:** Ally Weise, Alex Kovach

**Others present:** Bill North (FFOL), Teresa Jensen (Staff Liaison), Pat Stenglein (Clerical Liaison)

1. Call to Order	The meeting was called to order at 7:26 by Chair A. Goerwitz.	
2. Approval of agenda for Wednesday August 17, 2016		It was moved by J. Denison and seconded by Liz Reppe to approve the agenda of August 17, 2016. All in favor. Motion carried.
3. Public comment	No public comment	
4. Approval of minutes from Wednesday, June 8, 2016	A. Goerwitz noted a typo on page 3 under the Patron Conduct Policy discussion. Quotation marks were out of place.	It was moved by C. Terry and seconded by A. Battiste to approve the Library Board minutes of June 8, 2016 as amended. All in favor. Motion carried.
<b>Reports</b>		
a. Director's Report (Jensen)	<p>Written report submitted. T. Jensen had an update on the Arts and Culture Commission's selection committee meeting. Rob Hardy will be the first Poet Laureate for the City of Northfield and will serve a three year term. The selection will be announced at the Grand Event Center during the Bridge Music Festival and Sidewalk Poetry Capstone event on August 23.</p> <p>T. Jensen also noted that we are in the budget planning phase of the City budget. There will be a department meeting at the Safety Center. The Library budget is flat with the exception of an ask for 25% of a new Bookmobile, which will be a city vehicle. The City budget will be approved at the end of the year.</p> <p>In response to questions, T. Jensen said our book budget has increased since the economic downturn. We are not quite up to our former \$135,000 budget. The furniture for the Carnegie porch and patio is already ordered and not part of next year's budget. It will not be in place by DJJD.</p> <p>The Library Board is invited to walk in the DJJD parade with Bill North and the FFOL- with or without Booker. Library staff will also participate..</p>	
b. SELCO (Colwell)	No report	
c. Friends and Foundation of the Northfield Public	<p>B. North announced the upcoming events and fund drive for the FFOL.</p> <ul style="list-style-type: none"> <li>DJJD parade- Sunday, September 11</li> </ul>	

Library (North)	<ul style="list-style-type: none"> <li>• Annual meeting- Thursday, September 29</li> <li>• Trivia Bee- Thursday October 27</li> <li>• Give to the Max Day- Thursday, November 17</li> </ul> <p>The annual fund drive will be dedicated to the purchase of a new bookmobile, with a goal of \$14,000 to \$15,000. The drive will conclude at the end of December. Included in the budget for the fiscal year is the Capital Project and getting back on track for the creation of their foundation. The annual budget is roughly \$34,000 for all categories. The budget enables the Library staff to know what to plan for outreach. Scholarships for graduating seniors involved in the Teen Board, Pages and Youth Board members are also included.</p>	
d. Capital fund Drive (North)	<p>April 20, 2016 the FFOL made a second payment of \$85,000 to the City. The FFOL has handed \$465,000 to the City so far. The FFOL are anticipating receiving \$33,000 in outstanding pledges over the next two years. Donations to the Capital Project are still coming in. When all monies have been turned over to the City, the FFOL will have provided \$1,200,000.</p> <p>The FFOL are excited about the new bookmobile. A one page information sheet with talking points about Booker would be useful for the Friends and for Library Board members for fundraising efforts.</p>	
<b>New Business</b>		
a. Internet Use Policy	<p>T. Jensen presented a draft of a new Internet Use Policy. Suggestions were made to change wording to several phrases, not changing the substance of the policy, Including: Paragraph 2:</p> <ul style="list-style-type: none"> <li>• added: "and library public WiFi "</li> <li>• Struck: "anyone accessing this kind of material may be banned from using the internet at the library for a period of up to one year"</li> <li>• Corrected: "statues" to "statutes"</li> </ul> <p>Paragraph 3:</p> <ul style="list-style-type: none"> <li>• Numbering corrected</li> <li>• Added to number 2: "Patrons whose library computer access has been revoked may not use internet computers."</li> </ul>	<p>A. Battiste moved and C. Terry seconded to approve the Internet Policy as amended. One opposed. Motion carried.</p>
<b>Old Business</b>		
a. Renovation Project and new service plans update (Jensen)	Covered in written Directors report.	.
b. Patron Conduct Policy	<p>T. Jensen reviewed the Patron Conduct Policy draft. Suggestions were made to change wording to several phrases, not changing the substance of the policy, Including: Paragraph 3:</p> <p><b>Library patrons will not: engage in the following conduct:</b></p> <ul style="list-style-type: none"> <li>• Intentionally <u>damaging</u> library property</li> <li>• <u>Harassing, disrespectful</u> or <u>intimidating</u> behaviors that <u>or</u> interfere with other patrons or library staff</li> <li>• Use profanity, or speaking in a loud, disruptive or abusive manner, including but not limited to</li> </ul>	<p>D. Riehle-Merrill moved and A. Battiste seconded to approve the Library Patron Conduct Policy as amended. All in favor. Motion carried.</p> <p>J. Denison left the meeting at 8:55 and was not present for the vote.</p>

	<p>personal phone calls</p> <ul style="list-style-type: none"> <li>• <del>Possessing</del> weapons, except as otherwise provided by law</li> <li>• <del>Soliciting</del> business in the library or on library property</li> <li>• Leave <b>unattended</b> vulnerable persons or children under 8. <del>unattended</del></li> </ul> <p>Paragraph 4 suggestions:  <del>Library staff responsibilities: In applying this Policy, staff may —</del>  <b><u>In applying this policy, Library staff may-</u></b></p> <ul style="list-style-type: none"> <li>• Weigh the degree of conduct that violates this Policy with the onsite conditions at the time and exercise their best judgment in determining the correct course of action;</li> <li>• Explain and/or provide copies of this Policy to patrons and request that patrons conduct themselves in compliance with this Policy to maintain a welcoming public library environment;</li> <li>• Seek assistance from Library supervisors to resolve ongoing or escalating patron conduct issues;</li> <li>• Request that the Library Director suspend one or more of a patron's Library privileges for up to one year for severe or repeated violations of this Policy <del>in accordance with the following process:</del> A "period" added after policy and the fragment dropped down to become a heading – as follows:  <b><u>Suspension process: In accordance with the following process:</u></b></li> </ul>	
c. Library Board Vacancies	Discussed during Retreat.	
Other		
<b>Adjourn</b>		
	Time: 9:00 p.m.	A. Battiste seconded that the Board adjourn. All in favor. Motion carried.

Submitted by P. Stenglein, Clerical Liaison