



Northfield Library Board

MEETING MINUTES RECORD

Meeting: Regular Library Board Meeting

Date: January 11, 2017

Location: Northfield Public Library

Start time: 7:02p.m.

Bunday Meeting Room

Adjourn time: 8:40 p.m.

Members present: Samuel Demas, Debra Ehret-Miller, Maggie Epstein, Tammy Hayes, Jane McWilliams, Ryan Redetzke, Liz Reppe, Dan Riehle-Merrill, Sarah Weeks, Audrey Battiste, and Cynthia Terry

Members absent: Alex Kovach and Ally Weise,

Others present: Bruce Colwell (SELCO), Bill North (FFOL), Teresa Jensen (Staff Liaison), Pat Stenglein (Clerical Liaison), and Becky Novotny (Staff)

1. Call to Order	The meeting was called to order at 7:00 by Chair A. Goerwitz	
2. Approval of agenda for Wednesday January 11, 2017		It was moved by D. Riehle-Merrill and seconded by T. Hayes to approve the agenda of January 11, 2016. All in favor. Motion carried.
3. Welcome to new Board Members and introductions	A. Goerwitz welcomed new Board Members; Samuel Demas, Debra Ehret Miller, Maggie Epstein, Tammy Hayes, and Jane McWilliams.	
4. Public Comment	No public comment	
5. Approval of minutes from Wednesday, November 9, 2016		It was moved by L. Reppe and seconded by A. Battiste to approve the Library Board minutes of November 9, 2016. All in favor. Motion carried.
6. Officer Elections	<p>A. Goerwitz opened the floor to nominations:</p> <ul style="list-style-type: none"> • Chair - S. Weeks nominated D. Riehle-Merrill • Vice Chair - D. Riehle-Merrill nominated S. Weeks • Treasurer - C. Terry nominated A. Battiste • Secretary - A. Battiste nominated C. Terry 	<p>A. Goerwitz called for separate votes for each office;</p> <ul style="list-style-type: none"> • Chair - D. Riehle-Merrill. All in favor • Vice-chair - S. Weeks. All in favor • Treasurer – A. Battiste. All in favor • Secretary – C. Terry. All in favor
7. Reports	A. Goerwitz turned the meeting over to new Chair D. Riehle-Merrill	
a. Staff Report (Becky Novotny)	<p>T. Jensen introduced Becky Novotny, who will be taking over as Library Board Clerical Liaison. Becky was raised in Northfield and has lived here most of her life. She was married in 2001 and has 11 year old twins. Becky attended Rasmussen Business College and received her Associates degree in Accounting</p> <p>B. Novotny was hired by St. Olaf College Bookstore in 2001as bookkeeper and card buyer and has also been a tech assistant the past five years. Due to changes in text book sales and the possibility of the bookstore being leased, B. Novotny decided to apply at the Library. She was hired as a Circulation Clerk I and has been promoted to Circulation Clerk II with her new liaison duties. Other new duties include staffing the Children’s Desk, ILL and entering/processing magazines. B. Novotny noted there are</p>	

	<p>about 125 magazines in the library and there is an online magazine resource called Zinio.</p> <p>B. Novotny's hobbies include reading, crafts, cooking. She keeps busy running with kids in sports and dance.</p>	
b. Director's Report (Jensen)	<p>Written report submitted. T. Jensen explained to the new Board members that the Director's Report is written by staff and T. Jensen. The report allows the Board to know what's going on in the Library and hear the voices of the staff.</p> <p>T. Jensen recognized IT staff member, Nick Novotny, and Library staff member, Ian Holmes, for their work getting the new website up and running. She also noted that Kathy Ness, our Children's Librarian, who is retiring, assisted with the graphics. The FFOL is sponsoring a celebration for Kathy, featuring award winning singer-song writer, Justin Roberts. It will be at the Weitz Center on Saturday from 3:00 to 4:00</p> <p>A. Goerwitz segued into the Winter Walk Report. Goerwitz said the new space was more conducive to the setup and it didn't seem as crowded as in the past. The Library is the place to be for Winter Walk.</p>	
c. SELCO (Colwell)	<p>B. Colwell said that SELCO provides our ILS services and is the primary tech support for many of the smaller libraries. The Northfield Public Library is paying SELCO \$45,000 this year for their support.</p> <p>SELCO is engaged in a search for a new Executive Director and the position has been posted. Library Strategies will be screening and interviewing the candidates down to 10, and then down to 3. They will select the new Director by the first week of March, with a planned start date of April 1.</p>	
c. Friends and Foundation of the Northfield Public Library (North)	<p><i>i. Membership and Funds Update/Give to the Max.</i></p> <p>B. North said the FFOL Fall fund-raising was dedicated to support the new bookmobile. The goal was 10% (or \$13,000) of the purchase price. They have exceeded the goal. The total will be around \$24,000, including a few donations still coming in. D. Riehle-Merrill noted that the FFOL had raised 40% of the improvement project.</p> <p><i>ii. Capital Fund Drive</i></p> <p>B. North reported that private donations to the Capital project include:</p> <ul style="list-style-type: none"> • \$47,000 in donations • \$400,000 from an anonymous donor • \$300,000 from the Bunday Fund • \$1,177,000 Total <p>They had about \$35-\$40,000 in pledges that have been coming in. Donors were given 3 years to get in the pledges.</p> <p>The FFOL has \$50,000 almost ready to give to the City. With cash in hand and donations from businesses, the total raised is around \$1,213,000.</p> <p>B. North said the FFOL are here to meet their promises, but he is not sure how to pitch for more donations toward the additional \$40,000 to \$55,000 the City has asked the FFOL to raise. It is difficult and complicated to ask people for money when the Capital Project is complete.</p>	

	B. North said the FFOL is both sad and happy to celebrate Kathy Ness on Saturday. He hopes the Board can be there for cake and beverages. They are grateful to Carleton for the use of the space.	
8. New Business		
a. Report on meeting with Mayor Elect Rhonda Pownell (Dan)	D. Riehle-Merrill said that Rhonda Pownell invited members of Boards to meet with her after she was elected. A. Goerwitz and D. Riehle-Merrill visited with her and R. Pownell was receptive and open to having more of a two way conversation and communication with the Library Board. D. Riehle-Merrill mentioned the open seats that hadn't been filled. He stressed our quorum problem with the reduced membership. She listened and appointed the new Board members. D. Riehle-Merrill thought filling the Board is a good sign for the future	
b. Report on Library Motto over the door	T. Jensen saw an opportunity to have something other than the words "Northfield Public Library" that we have on Washington and Division and on corner monument. There is space over the Division street door for one of the top three inspirational mottos selected from the list she sent out to the Board and staff. Board members vote on the top three and the phase "Doorway to the World" was favored by the Library Board majority. Library staff will weigh in after this meeting.	
9. Old Business		
a. Bookmobile update	<p>T. Jensen reported she has committed to a dealer. She made her recommendations of Farber to Ben Martig. Farber has been in the business for 40 years. The new vehicle will be a Mercedes Sprinter. It is nimble and easy for staff to drive. The cost of the Sprinter van is approximately \$50,000. The purchase needs to be written up and signed by finance. The next step is the upfitting decisions. The cost will be approximately \$99,320., for a total of around \$150,000 for the completed bookmobile. We will have an half-time outreach services librarian position, which will be funded for two years by the grant.</p> <p>Eric Johnson is working to create a book bike. We will be partnering with Northfield Promise. They will brand it for their services. When we use it, it will be branded for the library. There will be a volunteer program coordinated by Laurie Kodet. A volunteer can ride and a librarian will meet them at planned events.</p>	
b. Report on Winter Walk and Board participation in it	Covered under Director's Report.	
10. Farewell to Amy Goerwitz and Jon Denison	T. Jensen thanked Amy Goerwitz for her services. A. Goerwitz is a new School Board Member. She's looking forward to being on the Board while her daughter is in school.	
11. Adjourn		
	Time:8:40 p.m.	D. Riehle-Merrill moved and J. McWilliams seconded that the Board adjourn. All in favor. Motion carried.

Submitted by P. Stenglein, Clerical Liaison