



Northfield Library Board

MEETING MINUTES RECORD

Meeting: Regular Library Board Meeting

Date: February 8, 2017

Location: Northfield Public Library

Start time: 7:03 p.m.

Bunday Meeting Room

Adjourn time: 8:52 p.m.

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

Members absent: Tammy Hayes, Samuel Demas, Alex Kovach, and Ally Weise

Others present: Bill North (FFOL), Teresa Jensen (Staff Liaison), Becky Novotny (Clerical Liaison), Leesa Wisdorf (Staff)

1. Call to Order	The meeting was called to order at 7:03pm by Chair D. Riehle-Merrill	
2. Approval of agenda for Wednesday February 8, 2017		It was moved by R. Redetzke and seconded by J. McWilliams to approve the agenda of February 8, 2017. All in favor. Motion carried.
3. Public Comment	No public comment	
4. Approval of minutes from Wednesday, January 11, 2016	B. North noted that FFOL Capital Fund Drive has collected \$477,000 not \$47,000 in donations. The FFOL has \$15,000 not \$50,000 almost ready to give to the City. L. Reppe noted that there were two 'c' sections under Reports.	It was moved by S. Weeks and seconded by J. McWilliams to approve the Library Board minutes of January 11, 2016 as amended. All in favor. Motion carried.
5. Reports		
a. Staff Report (Leesa Wisdorf)	T. Jensen introduced Leesa Wisdorf who is the Reference Manager and Children's Librarian. L. Wisdorf has been with the library for 22 years. She started half-time as a Children's Librarian. She has been full-time for 13 years. She is the Adult and Youth Services Manager where she oversees the Children's and Reference Librarians. She supervises the Reference Staff, the Children's staff, the Library Assistants, the Bookmobile program, works with Northfield Promise, is the liaison to the FFOL, and sets the materials distribution budget. This year the budget was \$112,000. There was a \$5,000 increase in the materials budget this year, so she was able to reduce the amount of gift funds used to augment the materials budget that they have been dependent on in the past. L. Wisdorf purchases all materials for the children's and young adult collections, fiction DVDs, music CDs, and books on CD. Circulation numbers are still strong for the music CDs, and Leesa will continue to add to this collection until numbers decrease. Her duties also include cataloging of all new materials so they show up in the library catalog, working the reference and children's desks, and coordinating the Winter Walk program. L. Wisdorf went over a daily schedule of her job. On a personal level L. Wisdorf lives south of Lonsdale with her husband. In her spare time she enjoys being at her cabin near Bayfield, traveling, reading and gardening.	

b. Director's Report (Jensen)	<p>T. Jensen asked if there were any questions on her Director's Report. L. Wisdorf and T. Jensen have gone through 61 applications for Kathy Ness's job. They are looking for someone with experience in children's programing and extensive library experience. Interviewing will take place in the next few weeks.</p> <p>D. Ehret Miller asked a question regarding the library's involvement in mentoring programs. T.Jensen explained there is currently a library school student shadowing staff. The library also offers internships for the youth initiative through the NCRC. The library also employs college students at various times. Currently a Carleton student is working at the library. The library has hosted interns from area technical colleges in the past.</p>	
c. SELCO (Colwell)	<p>B. Colwell absent.</p> <p>T. Jensen mentioned she will be going to SELCO with B. Colwell to interview new SELCO directors candidates in 3 weeks down in Rochester.</p>	
d. Friends and Foundation of the Northfield Public Library (North)	<p><i>i. Capital Campaign</i></p> <p>B. North gave the following update on the FFOL fundraising efforts:</p> <p>Private Funds Raised/Donated for Capital Improvement Project</p> <ul style="list-style-type: none"> • \$490,500 Friends' Capital Campaign Funds conveyed to the City as of Feb. 21, 2017 • \$400,000 anonymous donation given directly to the City • \$300,000 Bunday Fund • \$21,150 outstanding pledges to Capital Campaign <p>T. Jensen asked what the Friends have left as a goal to raise. B. North needs to confirm with Mel what those figures are.</p> <p>T. Jensen stated that the city put the money up front for the library renovation project from the general fund. The project was fully financed. The FFOL is essentially paying the money back to the City out of the money they raised. The finance director is close to closing out this project and will have a reckoning of what is outstanding for the Friends. At that point it might be presented to Council the idea of releasing the Friends from the remaining balance due.</p> <p><i>ii. Bookmobile/Give to the Max</i></p> <p>The goal for the FFOL was \$13,000 or 10% of the Bookmobile price. \$23,500 has been raised for the Bookmobile thus far and will be turned over to the city with the funds for the capital campaign on Feb. 21.</p>	
6. New Business		
a. Library Workplan	<p>D. Riehle-Merrill recalls that in years past there has been a document as a guide to what the Board should do. The past year has been focused on the library building project. Now there is a need to figure out what to do this year. He would like to re-visit that document, policies, the public launch of the Bookmobile and book bike, and a</p>	

	<p>presentation to the City Council. He will work on drafting something to have at the next meeting for Board members to review.</p> <p>T. Jensen mentioned going over policies. The Board has been very helpful in wording and creating policies in the past.</p> <p>J. McWilliams asked for clarification on how the Board is to be used in reference to library policies. T. Jensen stated that in the past the policies have been put into the work plan to be discussed one month and then approved the following month. The Board works their way through the various policies in this way and may go back to a policy that is proving to be difficult to draft.</p> <p>D. Riehle-Merrill asked if the Board is supposed to approve a list of gift funds that have come into the library. T. Jensen confirmed that the Board is to approve these gifts. She will get a list of these for the Board to review at the next meeting.</p>	
b. Strategic Plan (Jensen)	<p>T. Jensen has a draft of the strategic plan with items as follows:</p> <ol style="list-style-type: none"> 1. Provide proactive services to underserved populations. 2. Be an early adopter of new and developing technology. 3. Develop and maintain a partnership with likeminded organizations. 4. Increase public awareness. 5. Brand and marketing plan. 6. Invest in staff-training and development. <p>The Board goals would be on the same hierarchy as that of the library staff goals.</p> <p>D. Ehret Miller asked what the time frame of this goal is to be. T. Jensen replied that it would be a 3 year goal.</p> <p>D. Ehret Miller gave one suggestion in that if the Board makes their goals specific to them as this Board they also need to make sure that they have staying power beyond this specific Board. Another idea D. Ehret Miller gave was to approach this as more of a visioning work. To give ideas of where we would like to be in the next 3 years, but that they don't necessarily mean they will get there.</p> <p>J. McWilliams asked about what the boards overall role is and what they are expected to do and how they know what they should do.</p> <p>D. Riehle-Miller responded that they are supposed to represent the public and what the community wants.</p> <p>B. North stated that the Board was never really a part of programming. Between 2009-2011 the library budget was dramatically reduced from years past and looked to gift funds to supplement that budget. Those were issues that came to the Board in the past that aren't needing attention now.</p> <p>D. Ehret Miller suggested that they review the by-laws as part of the workplan review.</p> <p>J. McWilliams asked if the Board is considered more than just an advisory board. T. Jensen stated it is considered</p>	

	<p>an advisory board as the other boards of the city.</p> <p>M. Epstein stated that she views the library Board as advisory and advocacy group.</p> <p>B. North mentioned that the city has appointed the board members to reach out to the people of the city and get their thoughts on what they want.</p> <p>D. Riehle-Miller asked what the timeline is for having a strategic plan in place.</p> <p>T. Jensen stated having something by summer would be ideal and that they may use the board retreat to do some planning. T. Jensen thought it would be ideal to be able to bring the plan to Council.</p> <p>D. Riehle-Miller asked that the Board view the by-laws and mission statements before the next meeting.</p> <p>T. Jensen will send out a draft of the strategic plan that library staff has put together.</p> <p>The next meeting will focus on the strategic plan and forgo other items.</p>	
c. 2017 Library Budget	<p>T. Jensen provided the budget report for the 2016-2017 year.</p> <p>T. Jensen has beefed up the group programming fund for the last two years to build an adequate budget for programming, including the Book Bike.</p> <p>T. Jensen may be requesting additional staffing dollars if a review of 2016 expenditures and hours shows a need in 2018. Generally the library budget is relatively flat; If the library budget needs to be increased, it must be justified to Council at budget review time.</p> <p>Bookmobile purchase will not be in the library's operating budget. It will be paid through some City capital funds, some donor funds and an anonymous contribution through the Mpls. Foundation. The library budget will only reflect the maintenance and gas portion of the Bookmobile.</p> <p>T. Jensen wants to bring the gift funds budgets to the Board for them to see at the next board meeting.</p>	
7. Old Business		
a. Bookmobile Update (Jensen)	<p>T. Jensen reported that the Bookmobile project is moving along as planned. Sears Imported Auto will be supplying the Sprinter vehicle, to be completed in a 4 month timespan. Farber will be outfitting the Bookmobile in Ohio. It will be completed sometime in the fall.</p>	
b. BookBike Update (Jensen)	<p>Erik Johnson is working on building the bike. He is working out the details presently. The BookBike committee will be working with Northfield Promise and an organization with a similar mission. Funding for the BookBike is from Library programming dollars.</p> <p>Laurie Kodet is working with her volunteers, our partners in the Bookbike Northfield Promise</p>	
8. Adjourn		
	Time: 8:52p.m.	D. Riehle-Miller moved that the Board adjourn. All in favor. Motion carried.

Submitted by B. Novotny, Clerical Liaison