



Northfield Library Board

MEETING MINUTES RECORD

Meeting: Regular Library Board Meeting

Date: March 8, 2017

Location: Northfield Public Library

Start time: 7:05 p.m.

Bunday Meeting Room

Adjourn time: 9:03 p.m.

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

Members absent: Alex Kovach, Cynthia Terry, and Ally Weise

Others present: Bruce Cowell (SELCO), Teresa Jensen (Staff Liaison), Becky Novotny (Clerical Liaison), Ian Holmes (Staff)

1. Call to Order	The meeting was called to order at 7:05pm by Chair D. Riehle-Merrill	
2. Approval of agenda for Wednesday March 8, 2017		It was moved by L. Reppe and seconded by S. Demas to approve the agenda of March 8, 2017. All in favor. Motion carried.
3. Public Comment	No public comment	
4. Approval of minutes from Wednesday, February 8, 2017	D. Riehle-Merrill asked about the statement under <i>New Business, b. Strategic Plan</i> in regards to T. Jensen sending out a draft of the strategic plan the staff put together and wondering if that was true. T. Jensen confirmed no it is not. A. Battiste noted a correction that she was absent from the February meeting.	It was moved by J. McWilliams and seconded by A. Battiste to approve the Library Board minutes of February 8, 2017 as amended. All in favor. Motion carried.
5. Reports		
a. Staff Report (Ian Holmes)	<p>T. Jensen introduced Ian Holmes who is a Library Assistant. I. Holmes is originally from Austin, TX, but grew up in Lincoln, NE. He has a Political Science degree from the University of Nebraska at Lincoln. After graduating I. Holmes immediately went into working in libraries, museums, and archives. At the Omaha Public Library he worked as a Library Specialist. Some of his key projects there were increasing the page views of LibGuides by over 16000% by integrating them into the online catalog. He also designed a marketing strategy that targeted small donors.</p> <p>I. Holmes is currently attending St. Kate's University for library school. He stated that he loves Northfield and the library. He mentioned the great opportunity he has been given to re-design the library website, implementing his own graphic ideas, and running the teen program for the last 9 months.</p> <p>T. Jensen stated that I. Holmes and Steve Maus have been offering Tech Time services for patrons. I. Holmes stated that about 60% of the Tech Time services have been help with e-books and Overdrive. The rest has been working with such things as various mobile devices and tablets, e-mail, how to use Windows 10, and trouble-shooting viruses.</p>	
b. Director's Report (Jensen)	Written report submitted. T. Jensen passed around copies of the March library calendar, new Interlibrary loan flier, and new patron welcome	

	<p>postcards. T. Jensen explained that Steve Maus has put together a flier explaining SELCO and Interlibrary loan to be handed out to patrons when they ask about getting a book from another library. T. Jensen stated that the library will now be sending out welcome postcards to patrons when they sign-up for a library card.</p> <p>D. Riehle-Merrill asked T. Jensen to speak about the increase in homebound services. T. Jensen credited the increase to Laurie Kodet's efforts to expand the program by promoting it in the community and recruiting volunteers. D. Riehle-Merrill asked if T. Jensen expects this service to increase. T. Jensen stated yes that it is the demographics of what is coming.</p> <p>D. Riehle-Merrill asked about the comp reviews and what T. Jensen is finding. T. Jensen stated that this is something that the City is obligated to do every couple of years as a public entity. It is a chance to correct positions that have grown and this has been found to be the case with some of the staff in the library. It is also an opportunity for the administration or the person hired to do the study to look at the market value for various positions. There is no bumping down for any positions just bumping up. D. Riehle-Merrill asked if they have found there to be bumping up to be done. T. Jensen stated that a couple of positions in the library have been bumped up, but otherwise no changes. City Council still has to vote on the comp study before it is final.</p>	
c. SELCO (Colwell)	<p>B. Colwell stated that SELCO has a new executive director. B. Colwell met with the two finalists. Krista Ross was selected from the Southwest Wisconsin Library System. She has 15 years of library experience. SELCO has a reputation as being a strong library system, so B. Colwell stated that he thought that is what gave them a large pool of candidates to select from. There will be a going away party for Ann, after 30 years, as former executive director.</p>	
d. Friends and Foundation of the Northfield Public Library (North)	<p>B. North stated that there are two new co-presidents of the FFOL; Lynne Young and Becky Zrimsek.</p> <p>B. North mentioned that the FFOL is looking for 2-4 new FFOL Board members.</p> <p>They will now be working on their Spring membership drive. They have three goals in mind:</p> <ol style="list-style-type: none"> 1. Outreach to increase their membership. 2. Finding ways to reach out, and events that they can connect with, to explore new membership groups. 3. Re-engaging the business community that became FFOL during the capital campaign. <p>The FFOL would like to get membership up to 450. Right now they have about 380. The FFOL had many people donate to the FFOL during the capital campaign that did not want to become members. The FFOL allowed for that during the capital campaign, but are now going back to a policy where, if someone donates above a membership level their donation will be accepted and they will become a member of the FFOL.</p> <p>The Friends of the Library Scholarship recipients will be selected during April. They will be giving out \$2,000 in scholarships this year. The FFOL also will be reigniting the program with the high school art program to create a bookmark for the FFOL to send out to new members.</p> <p>The annual meeting for the FFOL will be in late August.</p>	

6. New Business		
a. Discussion: Board mission and role	<p>D. Riehle-Merrill read over the Library Board mission statement, parts of the by-laws, and referred to the draft of the MN Department of Education Public Library Trustees handbook for reference in discussing the role and responsibility of the Board. He then opened the floor for a discussion which included:</p> <ul style="list-style-type: none"> • Is this a governing or an advisory Board? • What is this Board charged to do? • What are the definitions of a governing Board and an advisory Board? • What does this Board want to focus on moving ahead? • Should Board members report at City Council meetings once a month about what the Board is doing? • Who is the Board advising? • Should a sub-committee be formed to clarify article 5 of the by-laws to guide the Board in their deliberations? <p>A sub-committee was formed of T. Jensen, D. Riehle-Merrill, S. Demas, and J. McWilliams to review article 5 of the by-laws. They will plan to meet later in March.</p>	
b. Library Board Work plan (Riehle-Merrill)	<p>D. Riehle-Merrill asked for a review of his draft of the work plan, which was included in the Board packet. He stated that the Board has been asked to provide a recommendation to City Council in regards to the library budget, so that should be included in the work plan. T. Jensen will have a draft of the library budget in May for 2018-2019.</p> <p>D. Riehle-Merrill asked if there is anything else that needs to be added to the work plan. T. Jensen recommended adding when the Board wants to go to City Council meetings. S. Weeks recommended adding to the Board agenda for next month a discussion on having a Board member attend City Council meetings and how that will work.</p> <p>M. Epstein suggested asking a patron to come to each meeting to talk about how they use the library. T. Jensen liked that idea and put it out to the Board to recruit these patrons to come to the meetings. A discussion on this topic occurred that included the following ideas:</p> <ul style="list-style-type: none"> • Reaching out to other organizations and asking what their needs are. • Having a patron story on the library website. • Conducting a user survey. • Asking their constituents to come to a Board meeting; those that do and don't use the library. • Setting up a table in the atrium for Board members to reach out to patrons. <p>D. Riehle-Merrill stated that next month the Board can take a look at the Board meeting calendar and the City Council meeting calendar and map out when Board members can speak at the council meetings as well as when patrons can be brought in to speak.</p>	
c. Library Gift fund status (Jensen)	<p>T. Jensen handed out the list of donations that were given in 2016 to the library Gift Fund. This list is approved by the Board. When funds, that are undesignated, are given to the library they usually go in the library gift fund. T. Jensen stated that the library has been spending about \$12,500 a year in gift funds. Most of that is being spent on the collections. A large drop in the Bunday Fund from 2015 to 2016 was the \$300,000 put into the library improvement project. Bunday will</p>	

	continue to be used for capital projects. Very little will be used out of Bunday this year, because the collections budget was increased. The Scriver Fund has \$3,500 and is used for the adult collection. If a gift fund is not used from one year to the next it will stay in the fund and will not go away; it floats from one year to the next.	
d. Library Gift Fund Policy (Jensen)	T. Jensen asked if the Board wants to review the gift funds each year, and if we need a sub-committee to do so. D. Riehle-Merrill stated that he thought a sub-committee would be useful in finding out the information on each gift. That sub-committee could then report back to the Board if any items need to be brought to the attention of City Council. S. Weeks stated that if the Board does not have a sub-committee to review these gifts then the language in the gift fund policy needs to be updated to reflect that. L. Reppe suggested changing the language in the gift policy to “may” instead of “shall” make changes to the gift fund policy. T. Jensen will review the language of the policy and bring it back to the Board.	
e. MLA Public Library Day in Northfield April 12	Covered under 7 b. Old Business, BookBike Update	
7. Old Business		
a. Bookmobile Update (Jensen)	T. Jensen stated that the Bookmobile is progressing, but isn’t done.	
b. BookBike Update (Jensen)	T. Jensen stated that Eric Johnson is working on a proto-type of the Book Bike. T. Jensen stated that she will be speaking at the City Council meeting on April 4 about the Bookbike and National Library week. She would like Board members to attend to be recognized. There will be fun things in the library that week like coffee and cookies and special programs. D. Riehle-Merrill asked if a Board member would be willing to speak at the Council meeting on April 4 to back T. Jensen as she speaks about National Library Week. S. Demas volunteered to speak on April 4 at the City Council meeting.	
8. Adjourn		
	Time: 9:03 p.m.	A. Battiste moved and M. Epstein seconded that the Board adjourn. All in favor. Motion carried.

Submitted by B. Novotny, Clerical Liaison