



# Northfield Library Board

## MEETING MINUTES RECORD

**Meeting:** Regular Library Board Meeting

**Date:** May 10, 2017

**Location:** Northfield Public Library

**Start time:** 7:01 p.m.

Bunday Meeting Room

**Adjourn time:** 8:22 p.m.

**Members present:** Tammy Hayes, Jane McWilliams, Ryan Redetzke, Dan Riehle-Merrill, Maggie Epstein, Audrey Battiste

**Members absent:** Teresa Jensen (Library Director), Liz Reppe, Sarah Weeks, Samuel Demas, Debra Ehret Miller, Cynthia Terry, and Ally Weise

**Others present:** Leesa Wisdorf (Staff Liaison), Becky Novotny (Clerical Liaison), Joan Ennis (Staff)

1. Call to Order	The meeting was called to order at 7:01 p.m. by Chair D. Riehle-Merrill	
2. Approval of agenda for Wednesday May 10, 2017		It was moved by A. Battiste and seconded by J. McWilliams to approve the agenda of May 10, 2017. All in favor. Motion carried.
3. Public Comment		
4. Approval of minutes from Wednesday, April 12, 2017	Audrey Battiste was absent from the April meeting.	It was moved by A. Battiste and seconded by T. Hayes to approve the Library Board minutes of April 12, 2017 as amended. All in favor. Motion carried.
<b>5. Reports</b>		
a. Staff Report (Joan Ennis)	Joan Ennis began her library career in college when she was hired to type library cards and do other clerical work in the government documents section of the UCLA library. At the end of her freshman year she was trained to do reference work which she continued to do for three years. She majored in English Literature and thought she would teach English. At the end of her senior year, she figured out that teaching wasn't really what she wanted to do; she wanted to go to library school. She moved with her husband and went to Berkley where she got the same job as at the UCLA library. While working at the Berkley library she went to library school. She worked with the University Wide Automation Program and part-time at a public library. She then moved to MN at which time she stayed home with her kids. For over 28 years now, J. Ennis has worked at the Northfield Public Library. With her main job as working reference, she finds she greatly enjoys working with the public from young to old. Debby Nitz and J. Ennis have worked with school students on Northfield history projects for many years. They have also indexed the Northfield News. Over time, she began doing acquisitions starting with health books and cooking and eventually fiction, mystery, and romance. Currently she just does adult fiction. She really enjoys buying the books, especially fiction because she reads it a lot and has an English literature background, so she feels it is a good fit for her. She does lots of programming. At the beginning of each school year she goes to the schools and talks to the teachers to	

	<p>explain what we have, the databases, and new things we have available. She worked with Bridgewater Elementary School this year and introduced them to the American Decades database for the 5<sup>th</sup> grade decades' project. She wants students to like the library and know how to use it. For the past couple of years, she has been going with Jamie to Three Links Care Center, and the apartments, where they have been doing a book talk on various topics. They bring books that the people can checkout. There have been many author and writing programs that J. Ennis has hosted. She has been able to get grants for several of the programs making them free for the participants and no cost to the library. This summer she will have a book club with St. Olaf students studying Jane Austen. She runs a book group that reads contemporary women's literature. In the winter, she runs the <i>Hot Reads for Cold Nights</i> reading program, which is open to any adult. They read a book and get their name put in a drawing for a gift card to a local business. She has also been a judge for the Minnesota Book awards.</p>	
b. Director's Report (Wisdorf)	<p>L. Wisdorf stated the City is working on their strategic plan and the library is working on a strategic plan of their own. National Library Week in the library was nice. The underwater photography program had really great attendance. D. Riehle-Merrill asked about having an event that is not book or author related and if that was within the mission of the library. L. Wisdorf stated that those programs get a good crowd, especially travel and gardening related. In general, the library has been getting better and better attendance at these programs. D. Riehle-Merrill wondered if the purpose is to get access to information that the community might not know about. L. Wisdorf stated it is about meeting the community and offering programs on timely or unique topics. She brought up the idea of the human library - people from the community that have diverse ways of life or have diverse experiences and make themselves available to check-out, so that people can have a conversation with them about their experiences and their life and learn from them.</p> <p>L. Wisdorf praised Emily Lloyd, the new children's librarian, and how well she has jumped right into her new duties. She had a lot to do right away. The first week she was working on a grant for the Books and Stars program. She has been getting a lot of great feedback, and the numbers for storytime have started to increase. L. Wisdorf and E. Lloyd have been giving library tours to Northfield first graders. In June they will be doing a program with Ziggy's for Take a Kid Fishing Day. Ian Holmes has been doing a great job with the website and has taken over promoting the library on Facebook. He has started a chess club that is meeting twice a month. Laurie Kodet has grown the mentoring program with high school and college students that are thinking about a library career. She coordinates with staff for them to shadow a variety of areas of the library.</p> <p>M. Epstein asked about the job posting for the Circulation Clerk I position and if there would be an outreach to the Spanish speaking community to fill it. L. Wisdorf stated that it is always on the job posting that Spanish speaking is preferred. There was only one Spanish applicant for the summer intern. They were in the high school and verbally promoting the internship program to any kid that walked by. We have no way of knowing if people are aware of the job postings where they are published. She thought putting the</p>	

	posting in Spanish and putting it in areas where that population might see it might help.	
c. SELCO (Colwell)	No report. B. Colwell absent.	
d. Friends and Foundation of the Northfield Public Library (North)	B. North absent. L. Wisdorf is the liaison to the FFOL, so she was able to give a brief report. The FFOL will be having a retreat on June 20 to talk about fundraising and programs for the fall. They are looking to overlap National Friends of the Library Week with their trivia bee. They will be staffing the book bike at Books and Stars. A newsletter was just put out by the FFOL, something they haven't done for a while. They are excited about the bookmobile and waiting for it to come. Reviews of the applicants for the FFOL scholarship have been completed. They have made their decision and will be giving those out at the high school when the time comes.	
e. City Council Sharing (Reppe)	Tabled. Liz Reppe absent.	
<b>6. New Business</b>		
a. Retreat: Date, Agenda, Topics, Assignments (Riehle-Merrill)	<p>During the summer months, the Board takes a month off to accommodate travel. D. Riehle-Merrill is going to send out an e-mail to find out what month the majority of Board members will be able to attend. The dates in question are July 12 and Aug. 9. When the Board does meet, it will consist of a retreat from 5 p.m. – 7 p.m., and then the regular meeting from 7 p.m. – 9 p.m. The retreat time is used to talk about something that the Board wants to talk or learn more about. D. Riehle-Merrill asked if there are topics that they would want to discuss at the retreat. Topic ideas that were suggested were:</p> <ul style="list-style-type: none"> <li>• The Board's goal of community outreach and refining that.</li> <li>• The future of libraries nationally as far as funding goes and what those impacts would be for our library.</li> <li>• Where do library funds come from?</li> <li>• Race - in the library and on the library board and how they could get a better representation of those in the Northfield community.</li> <li>• Information literacy and how people are getting their information.</li> </ul>	
b. Community Outreach (Riehle- Merrill)	<p>D. Riehle-Merrill stated that the Board has talked about, tried, and is trying various things in terms of community outreach. One of those things is accompanying T. Jensen to the Riverwalk Market Fair. L. Reppe and D. Ehret-Miller put together a list of three questions that can be asked at the Riverwalk Market. The three questions are:</p> <ol style="list-style-type: none"> <li>1) Do you use the Northfield Library?</li> <li>2) If no, why not? If yes, how do you use the library?</li> <li>3) How do you think we can improve the library?</li> </ol> <p>Another community outreach topic discussed in the past was approaching organizations of the community and asking how they use the library. D. Riehle-Merrill asked if there is still interest in going to these organizations. T. Hayes asked what kind of organizations. D.-Riehle-Merrill stated community based organizations like retirement centers, elder collegium. J.</p>	

	<p>McWilliams asked if there are any organizations at Greenvale Apartments, Viking Terrace, or other housing associations. D. Riehle-Merrill asked L. Wisdorf if the Board reaching out to organizations would be beneficial. L. Wisdorf stated that the more connections that are made, and the more frequently we do that, the more it becomes an ongoing conversation between the library and these organizations. In the past what has worked for the library is telling an organization this is what we can help you with, or these are the resources we have that might interest you, and asking if there are opportunities to collaborate. Having library staff and Board members make these connections is helpful toward the goal of informing community members/organizations about the library and all the ways the library can be useful. D. Riehle-Merrill asked if anyone would want to be part of a committee for organization outreach. R. Redetzke and J. McWilliams stated they would be willing to be on a committee. D. Riehle-Merrill asked R. Redetzke and J. McWilliams to come up with a list of organizations and a potential plan for reaching out to them for the next meeting.</p>	
<b>7. Old Business</b>		
a. Sign-up Calendar & Library Board Work plan: (Weeks & Reppe)	D. Riehle-Merrill stated that S. Weeks put together a sign-up calendar for helping out at the Riverwalk, bringing in a community member to a Board meeting, speaking at the Council Meetings, etc. Everyone should look at that and get signed up.	
b. Gift and Gift Fund Policies (Riehle-Merrill)	D. Riehle-Merrill stated that the Gift Fund Policy has been updated. The changes from the last meeting are to make the function of gifts and their review a function of the entire Board versus a committee that has been charged. The policy has been updated to reflect that the Board is responsible for reviewing and approving gifts for the City. D. Riehle-Merrill asked for discussion or changes to the policy and for a move to adopt it.	It was moved by M. Epstein and seconded by T. Hayes to approve the Gift and Gift Fund Policy. All in favor. Motion carried.
c. Library Board Month Off: July or August?	D. Riehle-Merrill will send out an e-mail to pick which month to take off this summer.	
d. Bookmobile & Book bike update (Wisdorf)	<p>L. Wisdorf stated that T. Jensen needs someone on June 17 to volunteer at the Riverwalk Market Fair with the book bike. J. McWilliams is going on that date. The Bookmobile is still being worked on and will be in late fall. L. Wisdorf has started working on the job description for the outreach coordinator that will be 20 hours a week and part of the Bookmobile. We will have Booker up and running for Books and Stars this summer.</p> <p>The book bike is painted and curing. The umbrella is here with the graphics on it. Training has started for those that are going to take it out. All 8 volunteers have completed the training for the book bike. The first event for the book bike will be June 3 at Riverwalk. T. Jensen mentioned to L. Wisdorf that the book bike will be used to represent the library, but also Northfield. She has collected information from the chamber to distribute with the bike.</p>	
<b>8. Adjourn</b>		
	Time: 8:22 p.m.	It was moved by T. Hayes and seconded by R. Redetzke that the Board

		adjourn. All in favor. Motion carried.
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Submitted by B. Novotny, Clerical Liaison

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