



Northfield Library Board MEETING MINUTES RECORD

Meeting: Regular Library Board Meeting

Date: June 14, 2017

Location: Northfield Public Library
Bunday Meeting Room

Start time: 6:59 p.m.

Adjourn time: 8:26 p.m.

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

Members absent: Cynthia Terry and Ally Weise

Others present: Teresa Jensen (Staff Liaison), Becky Novotny (Clerical Liaison), Anne Balluff (Staff), Heidi Rubenstein (Community Member)

1. Call to Order	The meeting was called to order at 6:59 p.m. by Chair D. Riehle-Merrill	
2. Approval of agenda for Wednesday June 14, 2017	D. Riehle-Merrill asked to do new business after old business. Board decided to stick with original agenda.	It was moved by D. Ehret Miller and seconded by J. McWilliams to approve the agenda of June 14, 2017. All in favor. Motion carried.
3. Public Comment	<p>M. Epstein introduced Heidi Rubenstein a member of the community and library patron. She moved here 10 years ago. Her focus in the library has been on the children's area. Many of her family friends and groups of friends that she is still connected with are ones that she met here at storytime. She thinks it is a great place for parents to meet other parents. It is nice to have a place to come weekly that is free and you don't have to pre-register or plan ahead; especially in the winter. She loves that the library is located downtown as it fits into the other things they are doing on a given day. She has 3 kids. In February, she volunteered as the stand in children's librarian for storytime after Kathy Ness retired. One thing she is concerned about is screen time for kids. She thinks the library can do a lot of good work there and show kids they can get lost in a book instead of a phone or iPad.</p> <p>When she had storytime she did it out in the children's area, which was good for those that didn't know that storytime was going on, but unfortunate when a child didn't want to be at storytime and they didn't have anywhere else to go. Ideally it would be nice to have a place that is seen, to know storytime is going on, but not be in a place that you would have to join in if you didn't want too. T. Jensen stated that the original intent was to have storytime in the children's library, but it is hard to do that now with so many kids that attend. She asked H. Rubenstein if she is using the library differently since the remodel. H. Rubenstein stated that she lives farther away now so it is not as easy to get here. The train table is always popular, and she is thankful that the children's computer is not in the children's area. She also likes the seating, as it is inviting to sit and read with kids. The ceiling is low, and that makes the area a little louder and feels more closed in. She loved having Booker in the parks. She mentioned lots of families were wondering if that would happen again. T. Jensen stated they will be hiring an outreach librarian for the new bookmobile and it might be possible to do that. They will be</p>	

	focusing on early literacy and getting it out to seniors. Demas asked how the library can further play the role in the community of making connections between families and parents. H. Rubenstein stated having events when school isn't in session, as well as the continued Lego club. An idea might be to combine the park visits with a stop at a senior care facility, such as at Riverside Park, as that is close to the retirement center.	
4. Approval of minutes from Wednesday, May 10, 2017		It was moved by T. Hayes and seconded by L. Reppe to approve the Library Board minutes of May 10, 2017. All in favor. Motion carried.
5. Reports		
a. Staff Report (Anne Balluff)	T. Jensen introduced Anne Balluff. She has been working at the library since 2005. She recently retired from Northfield High School as a special education teacher. A. Balluff has a bachelor's degree from Wartburg College in Elementary and Special Education and a master's degree from the University of Iowa in Special Education. She went back to school in the 90's, at Mankato State, and got a library media licensure. She taught Special Education for many years in many different places. Upon getting her media licensure she became a media specialist and worked in Montgomery, Burnsville, and eventually in Northfield at Sibley, but that was a time when there were budget cuts, and one of the places that cuts were made was in media centers, so she transferred back to Special Education. She taught at almost all of the schools in Northfield, working part-time, and going where there was a need. She was eventually assigned to the high school where she became full-time and worked until she retired in 2016. She has always had a fondness for libraries and grew up as an avid reader. After getting her master's in Iowa she became a volunteer at their public library. She worked in the back checking-in and sorting for the shelvees. When she returned to MN she started subbing at Montgomery Public Library and became the branch librarian. In 1999 she took two years off from teaching and worked at the St. Olaf Library. She worked in technical services, mainly with the periodicals doing the magazines and newspapers. When she took the transfer back to Special Education, she missed working in libraries and with the public, so that is when she was hired at the Northfield Public Library as a substitute Library Clerk I. This past fall she took more hours and works regular shifts from week to week. Her duties include working the circulation desk, checking books out and in, creating library cards for patrons, checking registrations for accuracy, going through the shelf of damaged books and reminding patrons they need to take care of them. She also takes care of personal items that are returned in the book return by contacting the patron to pick them up or putting them out on the sale shelf. When she works in the back she does check-in and cleans and reviews the DVDs and books on cd that patrons report as not working well. She is also learning to process new materials.	
b. Director's Report (Jensen)	L. Reppe asked if, as a Board, they can do a thank you for each of the people that have worked on the book bike. T. Jensen stated that would be lovely idea. She said that Erik Johnson would be happy to come and talk to the Board about the book bike. J. McWilliams asked if there should be a public thank you for all involved with the book bike. A. Battiste suggested the idea of a thank you, such as in	

	<p>the lobby of the library, as well as a personal thank you card just to E. Johnson. T. Jensen thought about having a slide on the monitor behind the circulation desk and something on the library website as a thank you. T. Jensen will get thank you cards and bring them next time.</p> <p>L. Reppe asked how old the library pages are. A. Battiste stated they are 5th & 6th graders and some older. L. Reppe asked if a page would be willing to give the staff report and come talk about what they do. T. Jensen stated she would ask E. Lloyd if any pages would be interested.</p> <p>D. Riehle-Merrill liked the staff book picks feature and asked if they have ever done community book picks. T. Jensen stated that they did before the remodel. It might be something that would be easier to do online now. She will check with Ian about having the Board sign up as part of the staff picks.</p> <p>S. Demas asked if the librarians of Northfield have ever gotten together to talk about how they can work together on initiatives and activities. T. Jensen stated that as of now they only get together during the holidays. There was a discussion between some of the directors on doing web cooperation. S. Demas gave a recommendation for the library staffs to get together and participate in a recommendation service.</p> <p>S. Demas asked if there is a way for the library to connect with high school students from Northfield that are going to Carleton and St. Olaf. T. Jensen stated the Bill North went to Carleton the first week of class last year and got around 76 applications for new cards. S. Demas also suggested connecting with the academic civic engagement groups on both college campuses. J. McWilliams suggested contacting those in the performing arts on campuses to perform at the library. T. Jensen stated that some of the college students need to perform in public as their class requirements, and they have performed in the library. The library has a connection through the Arts and Culture Commission that has representation from both colleges there. She mentioned if any of the Board members have a connection to anything going on at either of the colleges they should let her know.</p> <p>D Riehle-Merrill asked T. Jensen how it went at the Riverwalk Market Fair with the Book Bike. T. Jensen said that she checked out 7 books in a few hours' time. Most of the time was talking with those in the town, telling them about the bike, asking if they have a library card, and giving out tourist information. D. Riehle-Merrill asked if using the survey questions and having a guided conversation about library use would be possible at Riverwalk. T. Jensen thought it might not be the right venue to do that. She doesn't know if people would give an honest opinion face-to-face. As part of the library strategic plan they are working on a survey that will be available in print and online so people can be anonymous. J. McWilliams asked about expanding the library presence at the Riverwalk as it is crowded and not everyone might see the library represented where they are parked.</p> <p>L. Reppe thought that the survey would be handed out on paper for people to fill-out. D. Ehret Miller suggested having an entry for a prize if people completed the survey. L. Reppe suggested having a URL to a survey monkey on the city utility bills that are sent out that people could take part in. D. Ehret Miller suggested casually talking to people at the Riverwalk Market Fair about their library use. If that</p>	
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	isn't successful then maybe take it further to see if we can do something through the City.	
c. SELCO (Colwell)	No report. Colwell absent.	
d. Friends and Foundation of the Northfield Public Library (North)	No report. B. North absent.	
e. City Council Sharing (McWilliams, Redetzke)	L. Reppe attended a City Council meeting in May. She talked about the Board attending the Riverwalk Market Fair with the Book Bike and how we will be doing outreach to the community. Everyone listened intently and there were no questions. J. McWilliams will be attending the council meeting later in June.	
f. Community Outreach (Riehle-Merrill)	J. McWilliams said that they have a list of local groups. They would like to find out what kind of outreach the Board wants to do to figure out what groups to reach out to. They need to figure out what they want to know and what they will do with the information. D. Ehret Miller suggested revisiting the survey to see what they really want to know.	
6. New Business		
a. July Board Retreat: Topics, Assignments (Riehle-Merrill)	D. Riehle-Merrill asked the Board if they liked the idea of discussing the library strategic plan and the Board's thoughts for community outreach at the retreat. The Board agreed to that as their discussion of topics. The retreat will be from 5:30 p.m.-7 p.m. starting with dinner and an ice breaker followed by the topics of discussion. We will have pizza. He will send out an e-mail to see who will bring what. The focus for the retreat will be on the library strategic plan and community outreach. The other suggested topics may be discussed at future meetings.	
7. Old Business		
a. Sign-up Calendar & Library Board Workplan (Riehle-Merrill)	D. Riehle-Merrill stated that everyone has been signing up for the City Council meetings and the Riverwalk Market Fair. The Library workplan was discussed under section 5, b. Director's Reports.	
b. Library Strategic Plan (Jensen)	T. Jensen passed out copies of the City strategic plan. The hope is to have a plan in place by the end of the summer. The library is not a part of the plan at all. T. Jensen said that the library strategic plan is echoing the city strategic plan. It is T. Jensen's impression that the City Council does see the value in the library, but it is important for the Library Board to continue to be out there talking to them and advocating for the library. The library strategic plan is at a standstill as the committee has not been able to meet for several weeks. T. Jensen would like to have a plan together by the end of summer. She hopes to have an outline at the retreat. D. Riehle-Merrill asked if it would be possible to have the library strategic plan as one of the topics to discuss at the library board retreat. T. Jensen stated that it would be possible. D. Riehle-Merrill said that a discussion on the library strategic plan would lay ground work for a discussion on the Board's idea for community outreach and what they want to do and how they support the strategic plan.	

c. Bookmobile & Book Bike (Jensen)	T. Jensen stated that the Bookmobile has been delayed until July for basic fabrication. They are now looking at the end of the year before it will be ready. She met with the funder from the Ames fund and the library has met all of their obligations for funding and matching funds.	
8. Adjourn		
	Time: 8:26 p.m.	L. Reppe moved and T. Hayes seconded that the Board adjourn. All in favor. Motion carried.

Submitted by B. Novotny, Clerical Liaison