



Northfield Library Board

MEETING MINUTES RECORD

Meeting: Regular Library Board Meeting

Date: July 12, 2017

Location: Northfield Public Library

Start time: 7:10 p.m.

Bunday Meeting Room

Adjourn time: p.m.

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

Members absent:

Others present: Teresa Jensen (Staff Liaison), Becky Novotny (Clerical Liaison), Patty Schmidt (Community Member), Bill North (FFOL Liaison)

1. Call to Order	The meeting was called to order at 7:10 p.m. by Chair D. Riehle-Merrill	
2. Approval of agenda for Wednesday July 12, 2017		It was moved by A. Battiste and seconded by C. Terry to approve the agenda of July 12, 2017. All in favor. Motion carried.
3. Public Comment	J. McWilliams introduced Patty Schmidt her neighbor at Village on the Cannon. Patty and her husband moved to Northfield in 2010. They are delighted to have the library here and to be a part of the before and after of the renovation. A good library system was part of their retirement location decision. She was a substitute at a Hennepin County library in Osseo. She then spent 25 years working in various libraries throughout that system. Her husband, David, carries a family gene of a rare eye disease. This has left him now completely blind. He uses the national and state talking book libraries. They provide him with weekly magazines, fiction, and non-fiction books. She shares books and audio books with him that she gets from the library. She has worked with Laurie Kodet to develop a deposit collection at Village on the Cannon. It has been helpful to the residents that are unable to venture out. They can have the library come to them. S. Demas asked if there are other things that the residents at the Village on the Cannon are in need of that the library could help with. P. Schmidt said that winter can be a scary time for many of the people there. Being able to call and renew items or have someone come and pick them up is reassuring to them that they won't be late.	
4. Approval of minutes from Wednesday, June 14, 2017	Correction to remove Ally Weise from the list of Board members absent in June. D. Riehle-Merrill called and found out that her term is now complete.	It was moved by L. Reppe and seconded by S. Demas to approve the Library Board minutes of June 14, 2017 as amended. All in favor. Motion carried.
5. Reports		
a. Director's Report (Jensen)	T. Jensen stated that the Book Bike is still the hot item in the library. Northfield Promise will be taking it out for National Night Out, into neighborhoods, and giving out books. D. Riehle-Merrill asked about D. Nitz's trying to come up with ways to increase the circulation of	

	adult collections. T. Jensen said that is has been going on for years throughout libraries. There hasn't been a drop in the business in the library more the actual circulation numbers. The staff wants to look at the requests made through interlibrary loan versus those asked of our library. Right now they are about 3 to 1, so they want to look at what is behind that. They had a reference staff meeting about this recently where they talked about watching the patterns in circulation and interlibrary loans and how they can stay on top of it.	
b. SELCO (Colwell)	No report. Colwell absent.	
c. Friends and Foundation of the Northfield Public Library (North)	<p>B. North stated that the FFOL had their own retreat last month. In the next year, they will be working with an endowment in town. The Trivia Bee will be Oct. 27. There will be fundraising events in the fall, Trivia Bee in October, and Give to the Max will take place towards the end of the year. S. Demas asked how many members there are currently. B. North stated that there is about 250 households. Booker will be in the Jesse James Day parade as long as it is still running. M. Epstein asked B. North about his attendance at the Carleton activities fair and if he was representing the FFOL or himself. B. North said that he was representing the FFOL. She will contact St. Olaf to see if the library can get in on their activities fair. S. Weeks said that it might be a good idea to have the public library registration forms at the St. Olaf library to hand-out as well as other library promotional material. S. Weeks asked what would be involved in registering a college student for a Northfield library card at the college. T. Jensen said that the student can fill out the registration form and then we can mail them a card. We would want staff at the college to verify that they are a student.</p> <p>A. Battiste stated that her brother is a student at Carleton and works at the library circulation desk. She wondered if the Board would be interested in him coming to speak at a meeting. T. Jensen said that would fine.</p> <p>D. Riehle-Merrill asked if there are still donations coming in that are going to the capital project. B. North stated that there are random donations that come in and still go towards the capital campaign.</p>	
d. City Council Sharing (McWilliams)	J. McWilliams attended the City Council meeting last night and in June. She handed out the library monthly calendar. She felt they were very receptive and well worth attending.	
6. New Business		
a. Actions from Board Retreat (Riehle-Merrill)	<p>D. Riehle-Merrill proposed that Board members volunteer to be part of a committee to go over roles the Board can address on the initiatives of the library strategic plan. The committee would look at the four roles identified as advocacy, outreach, partnerships, and Board representation. D. Ehret Miller will work on the language of the first action steps of the plan. D. Riehle-Merrill is interested in being on that committee.</p> <p>B. North suggested reaching out to realtors in town to see what they know about the library. S. Demas said that the library has resources to research the history of area homes. Realtors in town might not know about that resource.</p> <p>D. Ehret Miller, D. Riehle-Merrill, J. McWilliams, and R. Redetzke will work on a committee on the first action steps.</p>	

7. Old Business		
a. Sign-up Calendar & Library Board Workplan (Riehle-Merrill)	D. Riehle-Merrill asked if anyone can volunteer to report to the council in August. He also asked if the Board still wants to attend Riverwalk. D. Ehret Miller will attend on July 22. A. Battiste will check with her brother to see if he will attend as a community member in September.	
b. Library Strategic Plan (Jensen)	No additional information.	
c. Bookmobile & Book Bike (Jensen)	No additional information.	
8. Adjourn		
	Time: p.m.	J. McWilliams moved and T. Hayes seconded that the Board adjourn. All in favor. Motion carried.

Submitted by B. Novotny, Clerical Liaison