



Northfield Library Board

MEETING MINUTES RECORD

Meeting: Regular Library Board Meeting

Date: Oct. 11, 2017

Location: Northfield Public Library

Start time: 7:03 p.m.

Bunday Meeting Room

Adjourn time: 8:28 p.m.

Members present: Sarah Weeks, Tammy Hayes, Jane McWilliams, Liz Reppe, Dan Riehle-Merrill, Audrey Battiste, Teagan Watkins, Neina Abdulai, Samuel Demas, Debra Ehret Miller

Members absent: Maggie Epstein, Ryan Redetzke

Others present: Teresa Jensen (Staff Liaison), Becky Novotny (Clerical Liaison), Cecilia and Evelyn Riehle-Merrill (Community Members), Bill North (FFOL Liaison)

1. Call to Order	The meeting was called to order at 7:03 p.m. by Chair D. Riehle-Merrill.	
2. Approval of agenda for Wednesday Oct. 11, 2017		It was moved by A. Battiste and seconded by J. McWilliams to approve the agenda of Oct. 11, 2017. All in favor. Motion carried.
3. Public Comment	D. Riehle-Merrill introduced his daughters, Cecilia and Evelyn, to speak about their experience using the library. Cecilia is a 5 th grader at Sibley. She enjoys reading fantasy books. D. Riehle-Merrill asked what she likes about the library. C. Riehle-Merrill said she likes that the books are easy to find. She usually looks for a series of books that she is reading and then the number of the next one to read. D. Riehle-Merrill asked what was different about the new library then before the renovation. She said that the shelves were in new places. D. Riehle-Merrill asked what she usually checks out. She said books. S. Demas asked if her friends come to the library and if they like it. She said yes. L. Reppe asked when she likes to come to the library. She said mostly on the weekends when they aren't busy. D. Riehle-Merrill asked if she was trying to convince someone to come to the library what would she say. She would tell them there are many fun books to read.	
4. Approval of minutes from Wednesday, Sept 13, 2017	Correction to the footer of the September minutes. The date listed was June 14, 2017. It should be Sept. 13, 2017.	It was moved by J. McWilliams and seconded by T. Hayes to approve the Library Board minutes of Sept. 13, 2017 as amended. All in favor. Motion carried.
5. Reports		
a. Staff Report (Nitz)	No report. Debby Nitz was ill.	
b. Director's Report (Jensen)	L. Reppe asked how the farewell to Booker event went. T. Jensen said that many of the books were sold. The rest were boxed and shipped to Better World Books, and some were added to the library collection. The Book Bike has been brought in for the season. The bike is stored in the shed for the winter and the trailer is being used for display. J. McWilliams asked what the response has been to the open Outreach Coordinator position. T. Jensen said that they used	

	Metronet to post the job as well as on various library websites. She does not think there has been a lot of response at this point.	
c. SELCO (Colwell)	No report. Colwell absent.	
d. Friends and Foundation of the Northfield Public Library (North)	<p>B. North said that they are preparing for their upcoming Trivia Bee. They are in the process of seeking sponsorship and looking for interested teams to join. Following the Trivia Bee, they will be working on the <i>Give to the Max</i> campaign. Their goal is to raise \$20,000 to add to the \$5,000 they have already raised to establish their endowment.</p> <p>T. Jensen said that B. North will be recognized next Tuesday, at the City Council meeting, as an honoree of the Minnesota Association of Library Friends award called <i>Stand Up for Stand Out Friends</i>. The Council will also be proclaiming Oct. 17-21 as Friends of the Library Week.</p>	
e. City Council Sharing	No one attended the City Council meeting.	
7. Old Business		
a. Library Strategic Plan (Jensen)	No update.	
b. Library CY 2018 Budget Update (Jensen)	<p>T. Jensen passed around copies of a preliminary library budget. The budget is stable other than the personnel costs. That increase is largely due to the compensation study done by the City.</p> <p>B. North asked about the printing and binding cost and whether or not the Communications department pays that part of the budget. T. Jensen stated that part of it is for the Poet Laureate. B. North said that might be part of the budget that the FFOL could help pay for. T. Jensen said there is a SELCO grant the library has applied for to help fund the Poet Laureate program. If that grant does not come through the FFOL could help fund that program.</p> <p>T. Jensen asked that the Library Board approve the preliminary library budget for 2018.</p>	It was moved by T. Hayes and seconded by A. Battiste to approve the preliminary Library budget. All in favor. Motion carried.
c. Library Board Recruitment (Riehle-Merrill)	<p>D. Riehle-Merrill spoke with the chair of the Human Rights Commission to get assistance with recruiting new Library Board members. D. Riehle-Merrill asked if the City is the one that advertises openings on a Board. T. Jensen said that the City has created a procedure for this and is hoping to get the applications online. She will bring that information to the Board meeting in November.</p> <p>D. Riehle-Merrill asked what qualities and backgrounds the Library Board is looking for in new members. T. Jensen said that it helps to have users of the library and those that feel passionate about using libraries. They are also looking for diversity in any form. T. Hayes asked how many spots the Board is looking to fill. D. Riehle-Merrill and D. Ehret Miller's terms will be up leaving two positions open. T. Jensen asked L. Reppe if she will continue to serve on the Board as her first term will be up. L. Reppe stated that she would like to continue to serve.</p>	
d. Library Board Community Outreach (Riehle-Merrill, Redetzke)	<p>D. Riehle-Merrill and R. Redetzke met to discuss the Boards interest in community outreach and what that may involve. They wanted to figure out the possible categories of outreach and the goals it would serve to support the library. When considering a possible organization to reach out to they wanted to figure out why they would want to approach them as a representative of the Library Board. The goals they considered were:</p> <ul style="list-style-type: none"> • Increase awareness of Library public services • Improve Broad representation of the Northfield community 	

	<p>They identified categories of the community they thought the Board should reach out to and listed organizations that might fall under those categories. The following is a list of those categories and organizations:</p> <ul style="list-style-type: none"> • Youth: Mayors Youth Council, HCI, School Board • Seniors: Senior Center, Three Links • Underserved populations: TORCH, Human Rights Commission • Early childhood: ECFE <p>D. Riehle-Merrill would like to get an overall plan as to certain priority areas, establish a list of organizations to reach out too, and agree on some set talking points.</p> <p>The Board came up with a list of these organizations that they might be interested in reaching out to: Northfield Promise, TORCH, Human Rights Commission, School Board, Mayors Youth Council, HCI, Union of Youth, Historical Society, Rotary, Chamber of Commerce, Northfield Downtown Development Council, YMCA, Senior Center, NAC, and CAC.</p> <p>It was determined that Board members would select a few organizations to do research on and reach out to. They may meet one on one or ask a representative of the organization to come speak at a Board meeting.</p> <p>S. Demas said that he would volunteer to go to an organization to get information for November. N. Abdulai volunteered to go with S. Demas to TORCH and Northfield Promise. J. McWilliams will volunteer to meet with the Senior Center and the Key.</p> <p>D. Riehle-Merrill asked if a change can be made to the Strategic Plan under <i>Desired Outcome of Maintain existing partnerships</i>, in the <i>Strategic Initiatives</i> section, instead of 'Library Board outreach to partners' can it be worded as 'Library Board community outreach to organizations'. T. Jensen will make that change.</p>	
e. Bookmobile Update (Jensen)	T. Jensen has been going back and forth with Farber on the final plans for the Bookmobile. They will now have wi-fi on it rather than a hotspot. They are still shooting for the end of the year for it to be complete.	
8. Adjourn		
	Time: 8:28 p.m.	A. Battiste moved and D. Ehret Miller seconded that the Board adjourn. All in favor. Motion carried.

Submitted by B. Novotny, Clerical Liaison