



# Northfield Library Board

## MEETING MINUTES RECORD

**Meeting:** Regular Library Board Meeting

**Date:** Jan. 10, 2018

**Location:** Northfield Public Library

**Start time:** 7:00 p.m.

Bunday Meeting Room

**Adjourn time:** 8:59 pm

**Members present:** Tammy Hayes, Maggie Epstein, Sarah Weeks, Jane McWilliams, Liz Reppe, Audrey Battiste, Teagan Watkins, Neina Abdulai, Brad Schaffner, Clarice Grabau

**Members absent:** Samuel Demas, Ryan Redetzke

**Others present:** Teresa Jensen (Staff Liaison), Becky Novotny (Clerical Liaison), Bruce Colwell (SELCO Liaison), Richard DeBeau (Human Rights Commission), Mara Valdecantos (Human Rights Commission) Rhonda Pownell (City of Northfield Mayor), Laurie Kodet (Library Staff)

1. Call to Order	The meeting was called to order at 7:00 p.m. by Chair S. Weeks.	
2. Approval of agenda for Wednesday Jan. 10, 2018	S. Weeks said that Mayor Pownell will be speaking briefly when we get to new members and orientation. S. Weeks motioned to move <i>10.b.Orientation Packet</i> to before 7. <i>Introduction of new Board members.</i>	Moved: J. McWilliams Second: T. Hayes All in favor. Motion carried to approve agenda as amended.
3. Welcome to New Members (Weeks)	S. Weeks welcomed new Board members Brad Schaffner and Clarice Grabau.	
4. Approval of minutes from Wednesday, Dec. 13, 2017		Moved: J. McWilliams Seconded: M. Epstein All in favor. Motion carried to approve minutes from Wed. Dec. 13, 2017.
5. Public Comment	No public comment.	
6. Visit from Richard DeBeau and Justin London (Human Rights Commission)	S. Weeks introduced Richard DeBeau of the Human Rights Commission. R. DeBeau said he has been a member of HRC for 3 years. HRC has been dealing with issues of concern in the Northfield community in regards to bullying in schools and anti-racial experiences in local businesses. In response to these concerns, the HRC came up with a skit to train teachers about how to do an intervention when there are signs of bullying taking place. The skit is now in the process of being turned into a video. The HRC has also been working with Neighborhood United to help those people that are undocumented get an ID saying that they belong to Northfield. This has developed into the municipal ID program that has been approved and will be starting up in March. S. Weeks asked if HRC had any advice on how the library can get volunteers, especially Spanish speaking, to help with completing the municipal ID applications. M. Valdecantos said the hope is the applicants will come with all of the things they need and not much work will have to be done at the application site. They are open to helping to find volunteers for completing the applications. S. Weeks asked how protected the database will be for the municipal ID. M. Valdecantos said that collecting the least amount of data is the best way to keep the database safe. Also, not keeping records of the documents that people bring in to create the ID. The likelihood of an agency like ICE getting hold of the database is very slim. T. Jensen asked if they have gotten any sense from the community on what is an acceptable fee for the ID. R. DeBeau said that anywhere from \$10-\$15 and a discount for senior citizens and students.	

7. Introductions of new Board Members	<p>R. Pownell said that the City is trying to connect with all of the Boards and Commissions. She thanked the Board members for serving and the work that they do. As training opportunities are offered, she hopes that Board members will consider coming. She thanked the Board for reporting at the City Council meetings, as it is important for the council and the community to hear about the Library Board. She encouraged the Board to continue to do that.</p> <p>S. Weeks asked the Board members to go around and introduce themselves, tell a little bit about themselves and why they joined the Library Board. Members of the Board introduced themselves.</p> <p>S. Weeks pointed out a few things from the orientation packet that she wanted to emphasize for everyone. She brought up the fact that Board members are not allowed to meet without alerting the public that the meeting is happening beforehand. Along with that Board members cannot start an e-mail thread, involving 5 or more Board members, to discuss library business. This would also be a violation as those e-mails would be unavailable for the public to see.</p>	
<b>8. Reports</b>		
a. Director's Report (Jensen)	Written report submitted. T. Jensen said that she included some of the 2016 statistics in the packet for comparison purposes to the 2017 statistics. The circulation numbers went up in 2017. Since it was the first full year of the renovated library being open, it was unknown as to what would happen. T. Jensen said that the new bookmobile will be here soon. The City staff is scrambling to try to find somewhere for it to go. The collection has not yet been purchased to go on it. The new collection will most likely be supplemented with items from the library's regular collection, depending on where the Bookmobile is going.	
b. SELCO (Colwell)	B. Colwell said that SELCO continues to work on their strategic plan. They hope to have it finalized by April or May. One of the things that has come about from the discussions, surveys and focus groups is that SELCO needs to work on its relationships with its members. In the next year SELCO will be doing an in depth review of their organization. He thinks that supporting libraries will find some good improvements this next year.	
c. Friends and Foundation of the Northfield Public Library (North)	T. Jensen read a report, e-mailed by B. North, in his absence. B. North reported that the FFOL successfully met their \$10,000 match, and then some, and will be able to establish their endowment in 2018. T. Jensen said that she will be attending the next FFOL meeting, along with Rob Hardy, to talk about the poet laureate program. That program did not receive a SEMAC grant this year, so they will be asking for the support of the FFOL to contribute to the program.	
<b>9. Old Business</b>		
a. Library Strategic Plan (Jensen)	T. Jensen said that they have finished the Library part of the strategic plan and are now up to the Library Board portion of the plan. There are two initiatives geared towards the Library Board; one is public awareness and the other is advocacy. T. Jensen asked how the Board wants to develop their action plan part of the strategic plan. S. Weeks suggested discussing the Library Board workplan for 2018 and developing the action plan for the Board portion of the strategic plan at the February meeting. The Board agreed to add this to the February agenda.	
b. Bookmobile update (Jensen)	Covered under 8. Reports, a. Director's Report.	
c. Library Board community outreach (Weeks)	S. Weeks asked if there are organizations with whom the Board would like to explore a working relationship. Organizations suggested were Rotary, the Visitors Board, the Northfield Downtown Development Council, Arts and Culture Commission, and The Key. The Board decided they would like to	

	connect with the Arts and Culture Commission and Rotary. T. Jensen will connect with Arts and Culture Commission for February, and L. Reppe will reach out to Rotary for March. S. Weeks asked for a volunteer to attend the City Council meeting on Jan. 16. A. Battiste will attend the meeting.	
d. Treasurer Position (Weeks)	S. Weeks said that she clarified that the treasurer does not need to sign any documents as a part of their position. She would like to talk about the process for elections along with all of the procedures for how meetings are run. She would also like to discuss whether the Board needs a secretary and treasurer if those offices do not have responsibilities. From what she has learned, the Board does not need to have a treasurer unless they keep monies.	
<b>10. New Business</b>		
a. Ethics form	Board members completed their ethics disclosure forms, and L. Kodet notarized them.	
b. Orientation Packet (Jensen)	S. Weeks referenced the orientation packet e-mailed out by T. Jensen. Discussed under section 7. <i>Introduction of new Board members.</i>	
c. Discussion of meeting norms and procedures (Weeks)	<p>S. Weeks referred to the Board/Commission packet that included the Northfield City Council Rules of Business &amp; Meeting Rules, the Rules of Decorum and the Rules of Order. These documents apply to the Library Board in that city boards are to be governed by the rules of procedure unless the by-laws state otherwise. S. Weeks asked the Board to discuss how they thought the Board meetings are run and if things should stay the same or change. S. Weeks referred to a list of questions that were included in the packet. S. Weeks asked how the Board expects meetings to be run. The by-laws specify parliamentary procedure, which is governed by Robert's Rules unless otherwise specified in the bylaws. Board members agreed that having something simpler than Robert's Rules is preferred. J. McWilliams and T. Hayes both have simplified rules of procedure they have used that they will provide as examples the Board may use to create rules of procedure of their own.</p> <p>S. Weeks asked if the Board cares how the agenda is created and if new business should be allowed during the meeting. In the past the Board Chair has created the agenda with input from the director. This process seems to be working, so will remain as is. S. Weeks asked if everyone is comfortable with adding last minute agenda items if a vote approves it. The Board agreed. S. Weeks asked if the Board should use general consent for minutes, agenda, adjournment, etc. The Board agreed. S. Weeks asked if parties should be recognized by the chair before speaking. It was agreed by the Board that individuals will be recognized by the Chair before speaking. S. Weeks asked how the Board felt about having time limits for speaking. Comments on this topic included:</p> <ul style="list-style-type: none"> <li>• Time limits on specific topics not per person speaking</li> <li>• Stick with the time allotments per the agenda</li> <li>• Time limits are helpful to stay on point with the topic at hand</li> <li>• Time limits can stifle a discussion when you might be getting to the meat of the problem</li> <li>• A time keeper will need to be assigned if time limits are to be enforced</li> <li>• Chair should be responsible for moving conversation along</li> <li>• Public comment portion should have a time limit of two minutes</li> </ul>	
<b>10. Adjourn</b>		
	Time: 8:59 p.m.	Meeting adjourned via consent.

Submitted by B. Novotny, Clerical Liaison