



Northfield Library Board

MEETING MINUTES RECORD

Meeting: Regular Library Board Meeting

Date: July 11, 2018

Location: Northfield Armory

Start time: 7:01 p.m.

519 Division Street

Adjourn time: 8:04 p.m.

Members present: Sarah Weeks, Teagan Watkins, Neina Abdulai, Brad Schaffner, Liz Reppe, Tammy Hayes, Clarice Grabau, Ryan Redetzke, Maggie Epstein

Members absent: Jane McWilliams, Audrey Battiste, Neina Abdulai

Others present: Teresa Jensen (Staff Liaison), Becky Novotny (Clerical Liaison), Bill North (FFOL), Bruce Colwell (SELCO), Kathy Rush Vizina (Library Staff)

1. Call to Order	The meeting was called to order at 7:01 p.m. by Chair S. Weeks.	
2. Approval of agenda for Wednesday July 11, 2018		Meeting agenda for July 11, 2018 approved via consent.
3. Approval of minutes from Wednesday, June 12, 2018		Meeting minutes from Wednesday, June 12, 2018 approved via consent.
4. Public Comment	No public comment.	
5. Reports		
a. Staff report (Kathy Rush Vizina)	<p>T. Jensen introduced K. Rush Vizina, Technology and Circulation Services Manager. She has worked at the Library for 25 years. She started out as the Library Secretary. She is a part of the Library supervisory team, which meets weekly to make decisions for the Library. She was instrumental in helping develop the strategic plan. K. Rush Vizina was one of the founding members of the Paradise Theater in Faribault. She sings, acts, produces, directs, and sews costumes there.</p> <p>K. Rush Vizina said that she is the Supervisor for Circulation Services. They just hired two new circulation clerks that started this week. She meets every week with the IT staff to discuss things going on in the Library. She also serves on the Arts and Culture Commission and helps them with posting on the City website and secretarial kinds of things. She served on the Southeastern Minnesota Arts Council (SEMAC) Board for 6 years and then 6 years on the panel. In serving on that Board she has seen a lot of grants and has successfully written a lot of grants. She catalogs all of the adult books and adds all of the adult and children's items into the library database. T. Jensen said that K. Rush Vizina was on a team that helped the City implement the City I.D. program.</p> <p>K. Rush Vizina puts together the statistics for the Board packet each month. She also compiles the annual report. This month she put together a comparison between this year and last year at this time.</p>	
b. Director's Report (Jensen)	Written report submitted. T. Jensen said that the Library is currently working on budgets for next year. The Library budget will not be changing much for next year. Of the two new circulation clerks that started on Monday, one is a temporary position hired specifically to support the City I.D. program. However,	

	<p>the City I.D. program has really started slowing down, so that position might not last.</p> <p>B. North asked if the City I.D. equipment can be taken out and used outside of the Library. T. Jensen said that is a possibility and might be phase two of the program. There will be a push for City I.D. applications when the college students return in the fall. Another possibility will be to take it to senior living facilities where mobility is an issue.</p>	
c. SELCO (Colwell)	<p>B. Colwell said the two major developments at SELCO are that the Board adopted the strategic plan for next three years. The SELCO director said that they will be doing a restructuring of staff in the next year.</p>	
d. Friends and Foundation of the Northfield Public Library (North)	<p>B. North said that the FFOL will be establishing their endowment at the beginning of August. The Trivia Bee will be Friday, November 9, at The Grand. They might have two quizmasters running the show this year. The FFOL is working on their budget and will be meeting with the Library staff to go over it. Going into the fall, they will be looking for new members and doing fundraising.</p>	
6. Old Business		
a. Library Board community outreach (Weeks)	<p>S. Weeks asked for volunteers to go to the City Council meeting in July and August. L. Reppe suggested that the Board not go to the council meetings every month, instead only go when there is something bigger to report. T. Jensen suggested going every other month. The Board agreed that was a good idea. L. Reppe volunteered to go to the City Council meeting in September.</p> <p>S. Weeks asked Board members to volunteer to go to the Riverwalk Market Fair. Volunteers are as follows: July 21- M. Epstein, July 28 – B. Schaffner, Aug. 4 – need volunteer, Aug. 11 – T. Hayes, Aug. 18 – L. Reppe, Aug. 25- B North, Sept. 1 – B. North. T. Jensen asked for the Board volunteer to go down to Riverwalk at 11 a.m. Going at this time would help as someone can watch the Book Bike while the staff person does storytime.</p>	
b. Strategic planning follow-up & appointment of Public Awareness Committee (Weeks)	<p>S. Weeks asked for volunteers for a sub-committee to work on public awareness. B. North, B. Colwell, and B. Schaffner were appointed to be on the public awareness sub-committee. T. Jensen asked B. Schaffner to set up the first meeting and to include her in that meeting. B. Schaffner asked for each Board member to e-mail him three ideas that might support public awareness of the Library. B. North suggested for the Board to e-mail specific groups or those in the business community with whom the Library might work with.</p>	
7. New Business		
a. Election of new vice-chair (Weeks)	<p>S. Weeks said that L. Reppe will be stepping up as chair after this meeting as she will be stepping down to move to Ohio. She said that M. Epstein expressed interest in the role of vice-chair. S. Weeks asked if there are any others that would like to be considered for the role of vice chair. There were no others interested.</p>	<p>M. Epstein was elected as vice chair of the Library Board via consent.</p>
b. Call for new members (Weeks)	<p>S. Weeks asked Library Board members to get the word out that the Board will now have two seats open. Her seat will be open and S. Demas' spot will be open as he has put in his resignation. Board members can direct those interested to the application online on the City and Library Board page. The mayor will have to review the applications and appoint the new members.</p>	

c. Planning for September joint meeting with Friends (Weeks)	<p>S. Weeks asked how many are on the FFOL Board and how many were interested in a joint meeting. B. North said that there are 9 on the Board and 5-7 that would attend. The meeting location is for September is TBD.</p> <p>T. Jensen asked what L. Young wanted on the agenda.</p> <p>B. North said that he wouldn't speak for L. Young but he thought that the FFOL was interested in how they can play a role in outreach plans, how the Board and the FFOL can work together on certain things, making each group aware of each other and what all they are doing. The FFOL is curious if there are more things that the two groups can work on together that would support the Library and their goals. S. Weeks said that L. Young pictured a casual conversation on what each group is working on. B. North said that we have the new Library building and the bookmobile, so now what should be the focus. People get excited when they have a focus and something actually happens.</p> <p>T. Hayes asked if there would be the regular agenda items. T. Jensen suggested doing the regular items, reports, and then have the FFOL be the rest of the meeting. S. Weeks asked for a motion to extend the September meeting to 9 p.m.</p>	Motion by L Reppe and second by M. Epstein to extend the September meeting to 9 p.m. All in favor. Motion carried.
8. Adjourn		
	Time: 8:04 p.m.	Meeting adjourned via consent.

Submitted by B. Novotny, Clerical Liaison