



Northfield Library Board

MEETING MINUTES RECORD

Meeting: Regular Library Board Meeting **Date:** Oct. 10, 2018 **Location:** Northfield Public Library
Start time: 7:02 p.m. **Bunday Meeting Room**
Adjourn time: 8:28 p.m.
Members present: Teagan Watkins, Neina Abdulai, Liz Reppe, Tammy Hayes, Clarice Grabau, Maggie Epstein, Max Gordan-Mercer
Members absent: Ryan Redetzke, Brad Schaffner
Others present: Teresa Jensen (Staff Liaison), Becky Novotny (Clerical Liaison), Jamie Stanley (Library Staff), Ben Martig (City Administrator)

1. Call to Order	The meeting was called to order at 7:02 p.m. by Chair L. Reppe.	
2. Approval of agenda for Wednesday Oct. 10, 2018		Meeting agenda for Wednesday, Oct. 10, 2018 approved via consent.
3. Approval of minutes from Wednesday, Sept. 12, 2018		Meeting minutes from Wednesday, Sept. 12, 2018 approved via consent.
4. Public Comment	Ben Martig, City Administrator, visited to ask everyone on the Board to attend the training event for Board & Commission members next week. The other item he came to speak about was the Cannon River Civic Center and Parks & Recreation Referendum that will be on the ballot in November. He passed around a two-page document with a summary of the project. The City has an ice arena that they own and operate. The building is in very poor condition. They had a committee that worked over 18 months looking at alternatives, such as re-modeling, expansion, and new construction. The result was a new site of land donated to the Northfield Hockey Association in the south part of town. The idea is to construct a new rink with the ability to add a secondary rink if private fund raising comes through. The secondary sheet of ice area will be used to host civic engagements in the off-season when both sheets of ice wouldn't be needed. The other piece to this is substantial new funding proposed for the park system. For this new civic center to occur there would be a ½ cent local sales tax increase for Northfield and Dundas. This increase has to pass in both Northfield and Dundas. About 70% of the proceeds would go to the debt service on the new building and the other 30% would go to the park improvements. As a Board, he encourages them to direct people to the City website for facts. Northfield residents will also have a property tax increase if the civic center is approved. They are looking at 7 million of the project to be funded through sales tax. If it doesn't pass, the City will have to revisit the question of remodeling the existing building; something has to be done because the current building cannot continue to operate as is.	
5. Reports		
a. Staff report (Jamie Stanley)	T. Jensen introduced J. Stanley, Librarian II, who has been with the Library since 2001. J. Stanley said she finished her course work to become a librarian in 1984 and her thesis in 1985. She went to the University of Alberta in Canada where she got her undergraduate degree and her library degree. She worked in academic libraries all through library school. She then went to work for the government,	

	<p>the Law Courts Library, Social Services, and Alberta Agriculture. She was always interested in science. She worked her way into industry for a high-tech incubator company called Westaim. She also worked for Sherritt, a company owned by Westaim, which made coin blanks and fertilizer, by products of nickel ore extraction. From there she got a job at Cabot Corporation in Massachusetts where she was in charge of their science library. She then was married and moved to Richland, WA, and had a baby. She got a job in the Mid-Columbia Library District and was in charge of their computer system. Computers were just starting to come into libraries for the public to use. Her husband got a job in Faribault working for Sage Electrochromics, which is what brought her to the area, and she got a seasonal job at the Northfield Library. T. Jensen asked what she likes doing the most at the public library and asked her to talk about what she does with outreach. J. Stanley goes to Millstream Commons where she leads a book group. She has become very attached to the people that attend. They will be discussing <i>The Professor and the Madman</i> by Simon Winchester. She has copies of the book sent over to them before hand, and she prepares things for them to discuss. She also goes to the Three Links apartments. There she does a book talk on a subject and then 3 weeks later does brain exercises or brain gym that is a tie in to the book talk. She calls them a closed ecosystem. They don't get out very much, and she likes working with them. She also leads a mystery book group for the library. She purchases the mysteries, science fiction, romance, and western books for the Library collection.</p>	
b. Director's Report (Jensen)	<p>Written report submitted. T. Jensen said that the teen fine waiver was approved by City Council, and the Library is actively waiving those fines of teens that come to the circulation desk asking for that waiver. The Library is now talking of going a general amnesty of library books that are out and have not been returned for one reason or another. The idea is that the library just wants these materials back, so if the items are returned the fines will be waived. There is about \$150,000 in materials that are out that need to come back. L. Reppe asked if there were any good suggestions that came out of the Northfield Reads panel event of eight people of color that have moved to Northfield; specifically that the Library Board can use or if any of them would be interested in being on the Library Board. T. Jensen is going to check with Joan Ennis to see if she recommends anyone.</p>	
c. SELCO (Colwell)	<p>B. Colwell said the SELCO staff continues to review the service they give to their member libraries. They are re-evaluating and reorganizing. Staff morale is very high there.</p>	
d. Friends and Foundation of the Northfield Public Library (North)	<p>B. North absent. T. Jensen said that B. North wanted to let the Board know that the FFOL is planning for the Trivia Bee, which is Friday, Nov. 9. T. Jensen said in the past the Library Board has had a team compete. It is \$25 per person or \$100 for a team of four. Let T. Jensen know if you are interested in taking part.</p>	
6. Old Business		
a. Strategic Planning Brainstorming (Grabau)	<p>C. Grabau passed around post-it notes for Board members to write down things they like about the Library that could be used as talking points for the Library. Board members worked in groups of two to brainstorm ideas. The ideas were then grouped into categories. The categories that the Board came up with were: services/programming, types of books/resources, staff, environment, equipment, equity (access to resources). C. Grabau will take the post-its home and put them into a document for the next meeting.</p>	

b. Library Board Outreach Work Plan	L. Reppe said that the Library Board used to have a work plan that dictated what the Board was going to work on throughout the year. At the last meeting the Board talked about having a workplan for outreach. L. Reppe thought that would be very useful even if it just had dates for which the Board could participate in to start out with. L. Reppe referred to the last meeting where L. Kodet spoke of giving a list of volunteer opportunities for the Board to assist the Library. The outreach plan could also include visits to Riverwalk and the City Council meetings. T. Jensen brought up having Library Board members volunteer as greeters at Winterwalk during the train show in the Library. If you are interested in being a greeter, please let T. Jensen know. L. Reppe and T. Jensen will meet and come up with an outreach workplan draft for the next meeting.	
7. New Business		
a. Library Budget 2019 (Jensen)	T. Jensen referred to the Library Budget included in the Board packet. The biggest increase from last year to this year is mainly personnel costs. The materials budget has gone up 2% every year since 2016. This has been building back since 2008 when the market crashed. M. Epstein asked how the proposed budget for next year compares to other libraries. T. Jensen said compared to other libraries within the SELCO system, Northfield is very well funded. The City supports the Library very well.	
b. Poet Laureate Subcommittee? (Jensen)	T. Jensen said that the Library Board may be a part of selecting the next Poet Laureate, figuring out the budget, and writing the SEMAC grant. The Arts and Culture Commission is wondering if the Library Board would like to take on more responsibility as part of the Poet Laureate program. T. Jensen will bring this back at the next meeting to discuss.	
c. Other	No other items to discuss.	
8. Adjourn		
	Time: 8:28 p.m.	Meeting adjourned via consent.

Submitted by B. Novotny, Clerical Liaison