



## Northfield Library Board MEETING MINUTES RECORD

**Meeting:** Regular Library Board Meeting

**Date:** Jan. 9, 2019

**Location:** Northfield Public Library

**Start time:** 7:01 p.m.

Bunday Meeting Room

**Adjourn time:** 8:18 p.m.

**Members present:** Cathy Oehmke, Thelma Estrada, William Johnson, Mason Randall, Robert Anderson, Teagan Watkins, Neina Abdulai, Liz Reppe, Max Gordon-Mercer, Brad Schaffner

**Members absent:** Tammy Hayes

**Others present:** Teresa Jensen (Staff Liaison), Becky Novotny (Clerical Liaison), Joan Ennis (Library Staff), Bill North (FFOL Liaison), Bruce Colwell (SELCO Liaison)

1. Call to Order	The meeting was called to order at 7:01 p.m. by Chair L. Reppe.	
2. Approval of agenda for Wednesday Jan. 9, 2019	T. Jensen proposed tabling the following agenda items until next month: 7. New Business. <i>c. Board and Commission Rules of Business</i> and <i>e. City of Northfield Cultural Plan Approval</i> .	It was moved by B. Schaffner and seconded by W. Johnson to approve the agenda of Jan. 9, 2019 as amended. All in favor. Motion carried.
3. Approval of minutes from Wednesday, Nov. 14, 2018		It was moved by B. Schaffner and seconded by T. Watkins to approve the minutes from Nov. 14, 2018. All in favor. Motion carried.
4. Public Comment	No comment from the public.	
<b>5. Reports</b>		
a. Staff report (Joan Ennis)	J. Ennis is a reference librarian at the Library. She has worked at the Library for 30 years. She attended UCLA as an undergraduate and while going to school she worked in the library there. Her job was typing library cards in the government documents section. At the end of her first year, she was trained to work at their reference desk. She went on to library school at Berkley where she also worked at the library. After that she started working here at the Northfield Library. She enjoys interacting with and helping people to figure out what they need. Over the years reference has changed a lot. People are able to do more on their own just by having a computer. She believes that public service is very important. She wants everyone to feel welcome at the library, so that they want to come back. Joan buys all of the adult fiction for the library. One part of her job that has increased is the outreach that she has done, whether going out into the community or bringing authors into the library. In 2005 she started the Contemporary Women's Writers Book Group. Last year she started an open writing group for writers to share their work and get feedback from other writers. For many years she has gone into the schools to talk to the students about what the Library has and how they can use it. Once a month she goes to Three Links to do a book talk and returns the following month to do brain fitness with them. The brain fitness is a follow-up to the book they talked about with an interactive activity that relates to the book.	

b. Director's Report (Jensen)	Written report submitted. T. Jensen wanted to thank those leaving the Board for their service and time on the Board. She also wanted to express her hope for the new members of the Board to become involved with the Libraries initiatives. She plans to bring Laurie Kodet in to talk with the Board about what they can do as far as helping with Library programming and outreach initiatives.	
c. SELCO (Colwell)	B. Colwell said that SELCO is in the first year of their new strategic plan. As part of that strategic plan they have reviewed all of their services. One focus was reaching out to its member libraries and figuring out how they can serve them better. The director of SELCO is re-organizing the entire organization. They have created new departments within the organization.	
d. Friends and Foundation of the Northfield Public Library (North)	B. North said the fall is big for fundraising for the FFOL. They had two big events, the Trivia Bee and Give to the Max. Their goal during the Trivia Bee was to raise \$3,000 and they raised \$3,400. Their annual fundraising kicked off with Give to the Max Day on Nov. 15 and continued through Dec. 31. They had a match of \$6,000 that they met and then some. In the spring they will focus on membership and raising awareness of Library programming. They will be helping with the sidewalk poetry contest. A new event happening this winter will be Competitive Puzzle making on Sat. March 23 at the Weitz Center. They will be partnering with Content Books and Carleton College to put this program on. They are excited about supporting the Club de Lechura that Angelica Linder has started and the Teen Board that Layna Mestad supervises. They have allocated more money to the teen board this year. L. Reppe asked B. North if the FFOL would like a liaison from the Library Board to attend the FFOL meetings. B. North thought that they would be open to it. L. Reppe said the Board would revisit this possibility at a future meeting.	
<b>6. Old Business</b>		
a. Library Board Work Plan (Reppe)	L. Reppe said the purpose of the work plan is to have a document with projects, specific items to be discussed like policies, activities the Board can assist with etc. so the Board can plan ahead. One thing the Board has done in the past is go to the City Council meetings to share what the Library is doing. In the summer, they have also volunteered at Riverwalk Market Fair with the Book Bike to help the Library staff member that is there.	
<b>7. New Business</b>		
a. New Library Board members – welcome! (Reppe)	This agenda item was re-ordered and completed before 5. Reports. L. Reppe asked the Board members to introduce themselves. Board members introduced themselves and shared why they decided to join the Board.	
b. Election of 2019 officers	T. Jensen suggested tabling the election of officers until next month to give new members a chance to learn what the responsibilities are of the various officers that will be elected.	
c. Board and Commission Rules of Business	Tabled until next month.	
d. Library Board Duties (Reppe)	L. Reppe passed around a document that she put together of duties of Library Board members. L. Reppe stated that the Board is an advisory Board not a governing Board. The Library Board does not get involved in the day-to-day operations of the Library, but more higher-level items like policies and strategic planning. Ultimately the Board is to represent the community and make sure the Library is what they want it to be. She thought the Board can do more talking to those in the community about the Library. She also suggested that if anyone on the Board is involved in other groups in town, they bring ideas to the Board as to how the two groups collaborate on like initiatives.	

e. City of Northfield Cultural Plan Approval	Tabling until next month. T. Jensen passed out copies of the City of Northfield Cultural Plan and explained it briefly. The ACC wants the support of other Boards to take this document to City Council to have the Council adopt it as a planning document for the City.	
<b>8. Adjourn</b>		
	Time: 8:18 p.m.	Meeting adjourned via consent.

Submitted by B. Novotny, Clerical Liaison

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