



# Northfield Library Board

## MEETING MINUTES RECORD

**Meeting:** Regular Library Board Meeting

**Date:** Feb. 13, 2019

**Location:** Northfield Public Library

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

Bunday Meeting Room

**Adjourn time:** 8:32 p.m.

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

**Members absent:**

**Others present:** Teresa Jensen (Staff Liaison), Becky Novotny (Clerical Liaison), Steve Maus (Library Staff)

1. Call to Order	The meeting was called to order at 7:00 p.m. by Chair L. Reppe.	
2. Approval of agenda for Wednesday Feb. 13, 2019	T. Jensen wanted to make an addition to 8. <i>New Business</i> the topic of fine forgiveness during National Library Week in April.	Meeting agenda as amended for Wednesday, Feb. 13, 2019 approved via consent.
3. Approval of minutes from Wednesday, Jan. 9, 2019		Meeting minutes from Wednesday, Jan. 9, 2019 approved via consent.
4. New Library Board Member Margit Zsolnay-welcome! (Reppe)	Board members went around and introduced themselves to new Board member Margit Zsolnay.	
5. Public Comment	No comment from the public.	
<b>6. Reports</b>		
a. Staff report (Steve Maus)	L. Reppe introduced Library staff member, Steve Maus. S. Maus is from Plymouth, MN. He has been in Northfield since 2010 and working at the Library for 4 1/2 years. His duties include working with interlibrary loan items, staffing the children's and reference desks, and being in charge of the Tech Time appointments. He does graphics for the signs that advertise Library programs. S. Maus introduced a new reference tool that the library will be offering which is a designated computer station for patron's to use to learn various computer programs. The Library has available to patrons a website called Lynda.com, which offers tutorials on many different computer programs. Patron's will be able to sign-up to use this computer station to access Lynda.com to learn various computer programs that will be installed on the computer. Some of the programs that will be available will be Adobe Software Suite with Photoshop, InDesign, Dreamweaver, Audacity, QuickBooks Pro, Notepad ++, Microsoft Office Suite. The computer is set-up and awaiting the proper software to be installed. Coming in the next month the library will offer sign-ups for up to 3 hours a day to use the computer with access to the software for creating or using Lynda.com to learn software. There is also discussion of adding a scanner to be used with the computer that would offer patron's the ability to digitize photos.	

b. Director's Report (Jensen)	Written report submitted. T. Jensen mentioned that Leesa Wisdorf will be retiring next Friday, Feb. 22. There will be coffee and social hour that morning to wish her well. T. Jensen mentioned that \$430.68 in fines were forgiven in teen fines when the Library offered fine forgiveness to teens last year.	
c. SELCO (Colwell)	B. Colwell absent. No report.	
d. Friends and Foundation of the Northfield Public Library (North)	B. North absent. No report.	
<b>7. Old Business</b>		
a. Board & Commission Rules of Business; discussion of video (Jensen)	L. Reppe referred to the video and packet sent for the Board to review on the roles of Boards & Commissions. She said that the Library Board is not as formal as the rules in the packet recommends and runs more casually. The most useful part of the packet for the Library Board will be the rules of decorum. L. Reppe said that April 17 there will be a recognition night for all Board and Commission members at the Weitz Center. T. Jensen reminded the Board that they will have the opportunity to nominate fellow Library Board members whom they feel have gone above and beyond their job duties as a Board member, and someone will be selected and recognized at the April 17 event.	
b. Library Board duties (Reppe)	L. Reppe referred to the document she passed out at the last meeting that she compiled from other library boards. L. Reppe did this research to get ideas as to what their roles, duties, and responsibilities might be as a Board member.	
c. Library Board Work Plan (Reppe)	L. Reppe said that the library board work plan is not completed, but hopefully will be ready to go next month.	
<b>8. New Business</b>		
a. Link Center plan approval (Jensen)	T. Jensen said that in the fall City Administrator, Ben Martig, came to her about the possibility of taking over the functions of the Link Center. The city had a full-time translator and a liaison to new residents operating the Link Center, but in 2010, there were budget cuts that eliminated this position. The city then contracted with HCI to provide that service on a part-time basis. The city has been paying HCI to operate the Link Center functions since 2011. This past year that amount was \$36,267. Many of the things that the Link Center does the Library already is doing. If the Library takes on this task, all library staff would be trained to do the things that the Link Center is currently offering. The funding that the city was paying HCI would be absorbed into the library budget and the library would offer these services. T. Jensen and L. Kodet went to the City Council meeting last night to discuss this possibility of the Library taking on these Link Center duties. The Council was on board and ready to approve it. Next week they will go back to the Council to get this officially approved. T. Jensen would like approval from the Library Board for the Library to take on the Link Center functions.	Approval of Link Center transition to Library. Motion by: W. Johnson Second by: M. Randall All in favor. Motion approved.
b. City of Northfield Cultural Plan approval (Jensen)	City of Northfield Cultural Plan submitted in Board packet. T. Jensen said that the Arts and Culture Commission is asking for support of the City of Northfield Cultural Plan. The Arts and Culture Commission will be taking this plan to City Council for approval.	Approval of City of Northfield Cultural Plan. Motion by: B. Schaffner Second by: M. Randall All in favor. Motion approved.

c. Election of 2019 officers (Reppe)	L. Reppe was the vice chair last year and took over as chair when S. Weeks stepped down as she moved away over the summer. In the past the vice chair has traditionally moved into the chair spot after they have served as vice chair. L. Reppe can stay on as chair or someone else can take the spot if interested. M. Randall nominated himself for the vice chair position. L. Reppe said she is willing to stay on as chair.	Election of Vice Chair. Motion by: L. Reppe Second by: T. Watkins. All in favor. Motion approved. Election of Chair. Motion by: M. Randall Second by: T. Hayes All in favor. Motion approved.
<b>9. Adjourn</b>		
	Time: 8:32 p.m.	Meeting adjourned via consent.

Submitted by B. Novotny, Clerical Liaison