



# Northfield Library Board

## MEETING MINUTES RECORD

**Meeting:** Regular Library Board Meeting

**Date:** Mar. 13, 2019

**Location:** Northfield Public Library

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

Bunday Meeting Room

**Adjourn time:** 8:12 p.m.

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

**Members absent:** William Johnson, Mason Randall

**Others present:** Teresa Jensen (Staff Liaison), Becky Novotny (Clerical Liaison), Becky Benedict (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 Mar. 13, 2019	T. Jensen wants to move 6. <i>c. Poet Laureate Committee</i> up on the agenda to come after 5. <i>a. Poet Laureate Committee</i> .	Meeting agenda for Wednesday, Mar. 13, 2019 approved as amended. Motion by: R. Anderson Second by: B. Schaffner All in favor. Motion approved.
3. Approval of minutes from Wednesday, Feb. 13, 2019	M. Zsolnay noted that she was not listed as being present at the Feb. 13 meeting.	Meeting minutes from Wednesday, Feb. 13, 2019 approved as amended. Motion by: B. Schaffner Second by: T. Watkins All in favor. Motion approved.
4. Public Comment	No comment from the public.	
<b>5. Reports</b>		
a. Poet Laureate Rob Hardy	<p>T. Jensen said that Rob Hardy has been the Poet Laureate for 2.5 years and his time will be coming to an end in the fall. R. Hardy is attending the meeting tonight to speak about the Poet Laureate program and the possibility of being on a couple of committees for the selection of the new Poet Laureate.</p> <p>R. Hardy said that in 2016 there was a selection process for the first Poet Laureate where he was selected. His time is coming to an end and the selection of the new Poet Laureate is upon us. He would like to have applications submitted by June, interviews in early September, and hopefully the new Poet Laureate announced at the SEMAC capstone event the last Saturday of September. He is looking for a selection committee and working committee to help set-up the selection process, get out press releases, and to help manage the process.</p> <p>T. Jensen said the Poet Laureate program is a Library program, so it would be great to have Library Board members on the committees.</p> <p>T. Jensen has approached Cathy Oehmke to be a member of the selection committee as one of the requirements of the selection committee is to have someone from the school system. C. Oehmke will fill the role of the school system and then as someone from the Library Board. R. Hardy will chair the</p>	

	committee. He would also like a youth representative on the committee. The SEMAC grant application is due on Oct. 1, so it would be preferred to have someone picked by that date as that grant has funded the program for two years of the past three years.	
b. Staff Report (Benedict)	B. Benedict has lived in Northfield since 1976. She came to work at St. Olaf where she taught Foods and Nutrition in the Home Economics Department that later became the Family Resources Department. She met her husband Gary, who was a Chemistry teacher at St. Olaf. Together they have two daughters, Naomi and Rachel. About the same time that her job came to an end at St. Olaf her daughters asked to be home-schooled. They ended up doing that for 8 years. In 2011 she spoke with Laurie Kodet about being a volunteer at the library. Laurie told her that they had a position open for a shelver and that she should apply. She did not get the job at that time, but was called back at a later date where she applied and did get the job. In 2014 she applied and was granted a circulation position when one became available. That is what she continues to do today; circulation clerk I. She is at the front desk most of the time directing patrons to what they need and doing check-out. She answers lots of questions about where to find things in Northfield. When working off desk she does check-in, repairs books, calls on replacement discs for books on cd and is in charge of sending out letters for lost library materials. She really enjoys her job and has a lot of fun doing it.	
c. Director's Report (Jensen)	Report submitted. T. Jensen said that the new hire, Katlin, is coming to Northfield with her husband that is a new faculty hire at Carleton and their 2-year old son. She currently lives in Minneapolis, but will be looking for a home in Northfield. M. Zsolnay asked about the Library's involvement in the City I.D. process and if they should get City I.D.s. T. Jensen said it would be great if Board members got a City I.D. She has one and has used it at the doctor's office as a form of i.d. There is a bunch of coupons for local businesses that you get when you apply. The library does City I.D. on demand now, so you can come into the library at any time to apply for an I.D. The documents needed to apply are very specific. Those documents can be found on the Library website and the City website.	
d. SELCO (Colwell)	No report. Colwell absent.	
e. Friends and Foundation of the Northfield Public Library (North)	No report. North absent.	
<b>6. Old Business</b>		
a. Strategic Plan Review (Jensen)	T. Jensen said that the strategic plan is now on the Library website. It focuses on six strategic priorities. Each priority then has a number of strategic initiatives attached to it. The Library is about half-way through the strategic plan right now. Each initiative has an action plan that goes along with it describing how the initiative will be achieved. There is a strategic plan committee that meets quarterly that goes through the action plans and updates them.	
b. Link Center Update (Jensen)	T. Jensen said that City Council has approved the Library taking over the Link Center. The Library is hiring another part-time library clerk that will be part of the regular library staff. The main function of the Link Center is connecting people with resources. It also offers bi-lingual services, information about Northfield, community resources, and a newsletter. L. Kodet will be taking on the Link Center in May. The money that used to be paid for the Link Center will	

	now be coming to the Library. That money will be for a new circulation position and the newsletter production.	
c. Poet Laureate Committee	L. Reppe asked how many people they are hoping to recruit for this. T. Jensen said there is the selection committee and a working committee to get the program launched. R. Hardy is not anticipating a lot of meetings. It will be reviewing documents previously used and revising them for the 2019 Poet Laureate selection. The committee will also work on revising the scope of the responsibilities of the Poet Laureate. For the selection committee they want someone that works for the schools and a youth representative. T. Jensen said they are also going to ask poets from town to be on the committee. Today she would like to get 3 people on the working committee for the Poet Laureate. C. Oehmke would be willing to be on both committees. N. Abdulai is going to think about it and get in touch with T. Jensen once she decides. T. Estrada asked for more details. R. Hardy said it would be more of looking at the documents from the last selection process and revising them. T. Jensen referred to the Library Board packet that has more information about the process. B. Schaffner said he would be willing to be on the working committee.	
<b>7. New Business</b>		
a. Library Programming via the Library Board (Anderson)	T. Jensen said that Robert Anderson sent her a letter about his idea for Library programming. T. Jensen said that she thought it would be a good idea to have events brought to the community by the Library Board. This would mean the Library Board would be responsible for the booking, publicity, and all that involved in hosting an event. R. Anderson said that he got this idea by projects that he has worked on and that his son has worked on. He thought of the Northfield community and there are a lot of people in this town that have great ideas and talents to share. This idea would be for the Board to help supplement the Library programs. T. Jensen said that this will be an initiative for the Library Board rather than the library. At this point it might just be a committee that thinks of ideas for ways that the Library Board could create programming. L. Reppe said that they possibly could do this a couple times a year. They would need to be realistic about people's time commitments to make sure that the Board is actually doing the work and not the Library. T. Jensen said she would like to generate a committee within the Library Board to put together some ideas to bring back to the Board as a whole. This idea will be brought back to the Board next month for further discussion. T. Jensen said as a target date the summer would be best as there is not as much programming going on.	
b. National Library Week fine forgiveness update (Jensen)	T. Jensen said that the City Council approved the fine forgiveness program during National Library week which is April 7-13. That means that any fines will be forgiven and taken off your record. L. Reppe asked if next week would be a good time for someone on the Board to go and tell the City Council about the fine forgiveness and those attending the meeting. T. Estrada will attend the meeting.	
c. Friends and Foundation Library Board liaison (Reppe)	Tabled for next meeting.	
<b>9. Adjourn</b>		
	Time: 8:12 p.m.	Meeting adjourned via consent.

Submitted by B. Novotny, Clerical Liaison