



Northfield Library Board

MEETING MINUTES RECORD

Meeting: Regular Library Board Meeting

Date: May 8, 2019

Location: Northfield Public Library

Start time: 7:02 p.m.

Bunday Meeting Room

Adjourn time: 8:23 p.m.

Members present: Robert Anderson, Teagan Watkins, Brad Schaffner, Max Gordon-Mercer, Margit Zsolnay, Bill Johnson, Mason Randall, Cathy Oehmke,

Members absent: Neina Abdulai, Liz Reppe, Thelma Estrada, Tammy Hayes

Others present: Teresa Jensen (Staff Liaison), Becky Novotny (Clerical Liaison), Bruce Cowell (SELCO), Lynne Young (FFOL)

1. Call to Order	The meeting was called to order at 7:02 p.m. by Chair M. Randall.	
2. Approval of agenda for Wednesday May 8, 2019		Meeting agenda for Wednesday, May 8, 2019 approved via consent.
3. Approval of minutes from Wednesday, Mar. 13, 2019		Meeting minutes from Wednesday, Mar. 13, 2019 approved via consent.
4. Public Comment	No comment from the public.	
5. Reports		
a. Director's Report (Jensen)	Written report submitted. T. Jensen said that her part of the director's report was arts-heavy. There is a public arts initiative that uses public funds from city projects to fund public art., including the recently approved Art Info kiosk that will be on 6 th Street and Division, the Artist on Main Street project for physical and performance art along the river in downtown, and a call for artists to design a new downtown banner. K. Greene the new reference services librarian is doing great. She is a breath of fresh air to staff and encouraging them to open up and think in different ways.	
b. SELCO (Colwell)	B. Colwell said that SELCO has done a lot of restructuring, and they are hoping these changes will better serve their member libraries. A year ago they also started working on a new strategic plan. No staff members were lost due to the reorganization, but some people are now doing different tasks and duties. B. Colwell said that there will be a new SELCO rep for Northfield, Judy Schotzko, starting in September.	
c. Friends and Foundation of the Northfield Public Library (Young)	L. Young said that she does not have a financial report since Bill North is still out of the country. There have been a few new memberships and 4 scholarships totaling \$2,000. The qualification to receive a scholarship is that the student has to have worked or volunteered at the library. The other major news is that the FFOL finally has a foundation. They have \$31,000 with Northfield Shares. The plan is to continue to contribute to the foundation fund every year. They have about 10 people on their Board right now. Bruce Duffy has just resigned from the Board after 10 years. He was the FFOL's IT person. He has agreed to continue that role until someone else gets the duties mastered. Looking ahead, the FFOL will most likely be sponsoring the Books & Stars program with Justin Roberts. They are also looking for a date and speaker for their annual meeting that is usually in late September. The date for the Trivia	

	<p>Bee is set for Nov. 1. L. Young just joined the Board for the Minnesota Association of Library Friends, and they sponsor the Stand-out Library Friend Award that is given out annually. Every local Friends organization that is a member of the group is eligible to nominate one person to receive the award. Bill North and Margit Johnson have received the award in the past. They are reviewing who they will nominate this year.</p> <p>The FFOL is looking to partner with businesses in Northfield to get discounts for FFOL members. Content is currently doing this, but they are looking to expand to other businesses as well.</p> <p>They are also looking to have a Library outdoor clean-up day. They are waiting for Bill to return to get that date set.</p>	
6. Old Business		
a. Link Services Update	<p>T. Jensen said that the Library has now taken over the Link Center duties as of May 1. The program has been renamed Link Services. Laurie Kodet is the main person in charge of the program. There is not one main desk in the Library that offers specific LINK services. All of the desks in the Library will be offering those services. T. Jensen showed the LINK Services section of the Library website to the Board. There will be a newsletter created by Library staff. The newsletter will be online and mailed to people in the community as well as delivered to various community centers throughout town. The City was previously giving \$37,000 to HCI, which provided LINK Center services, and now that will be going to the Library. It will cover personnel costs, as a new staff member was hired, as well as the postage to mail out the newsletter. There have been two new circulation staff members hired. One to replace Becky Benedict who will be retiring at the end of May, and one to help cover the extra work that the LINK Services undertaking may bring. B. Johnson asked if there is a sign stating that the Library has Spanish speaking staff. T. Jensen said no, there is not. B. Johnson suggested that there be a sign if not all the time then when there is someone working that does speak Spanish.</p>	
b. Library Programming via the Library Board (Anderson)	<p>R. Anderson is wondering if there are people in the Northfield community that would benefit by getting exposure from having their talents offered as programs at the Northfield Public Library. R. Anderson wrote up a sample of what these offerings might be like and passed that out to the Board. He asked a couple people of the community to see if they would be interested in putting on a program at the Library. He found that people would enjoy doing that. M. Randall suggested reserving a room in the Library for the same time each month and that would be the day the Board would plan for a guest to present their program. The public would then get used to the standing time and the programs may gain momentum as word got out. L. Young suggested bringing in other organizations in town such as the FFOL, the Arts Guild, the Historical Society, and the colleges, to collaborate with this endeavor. T. Jensen said she likes this idea, but would like a committee to figure out how it all will work. The Library will help with the room booking and logistics, but she wants the Board to organize the events. M. Randall said that he would participate and be on a committee, as would R. Anderson. M. Gordon-Mercer said that TAB is working on something similar with teen talent. R. Anderson will set-up a separate meeting for those interested in working on this committee.</p>	
c. National Library Week Fine Forgiveness Update (Jensen)	<p>T. Jensen said the Library forgave \$1649.44 in fines during fine forgiveness week in April. The Library will probably continue to do this each year during National Library Week.</p>	
7. New Business		
a Summer vacation for the Library Board?	<p>M. Randall asked if there is a specific month in the summer that the Library Board would like to take a break from meeting. Board members should check</p>	

	their calendars to report back to the group next month. Tabled until the next meeting.	
b. Social Media Policy	T. Jensen said that the Library has updated their Social Media policy. She is now bringing it to the Library Board for suggestions of changes and approval. B. Johnson suggested deleting the sentence “Posts-containing offensive, obscene, threatening or abusive language, or hate speech, are strictly prohibited and will be deleted. Authorities may be contacted.” M. Gordon-Mercer said there should be a procedure on how social media posts will be handled. T. Jensen said she would like to keep procedure out of the policy. B. Johnson also suggested under <i>Public Postings</i> to remove part of the following sentence “Though comments, posts, and messages are welcome on the library’s social media sites, the library reserves the right to remove user comments at any time, if they are in violation of this policy. ” He also suggested under the same section to change “While the library recognizes and respects differences in opinion, all such interactions will be regularly monitored and reviewed for content appropriateness and relevancy.”	Motion: R. Anderson Second: M. Zsolnay that the Social Media Policy be approved as amended. All in favor. Motion carried.
c. 2018 Annual Report to the State Dept of Education	Annual Report submitted in Board packet. T. Jensen said this comes out each year and it is all statistics driven. C. Oehmke asked why it says zero for bookmobile. T. Jensen thought it was included with another number, but she would ask Kathy Rush for verification.	
d. SELCO representative proposed Judith Schotzko	Completed under 5. Reports, b. SELCO.	
e. Library Board representative for the FFOL meetings?	T. Jensen asked if there is a Library Board member that would be willing to be a liaison to the FFOL meetings. They meet on the 4 th Tuesday of each month here at the Library in the Bunday room at 7 p.m. M. Randall and M. Zsolnay will share the responsibilities of attending the meetings.	
8. Other	T. Jensen showed the new Poet Laureate section of the Library website.	
9. Adjourn		
	Time: 8:23 p.m.	Meeting adjourned via consent.

Submitted by B. Novotny, Clerical Liaison