



# Northfield Library Board

## MEETING MINUTES RECORD

**Meeting:** Regular Library Board Meeting

**Date:** June 12, 2019

**Location:** Northfield Public Library

**Start time:** 7:03 p.m.

Bunday Meeting Room

**Adjourn time:** 7:41 p.m.

**Members present:** Robert Anderson, Brad Schaffner, Bill Johnson, Mason Randall, Thelma Estrada, Tammy Hayes

**Members absent:** Cathy Oehmke, Margit Zsolnay, Max Gordon-Mercer

**Others present:** Teresa Jensen (Staff Liaison), Becky Novotny (Clerical Liaison), Debbie Navarro (FFOL)

1. Call to Order	The meeting was called to order at 7:03 p.m. by Vice Chair M. Randall.	
2. Approval of agenda for Wednesday June 12, 2019		Meeting agenda for Wednesday, June 12, 2019 approved via consent.
3. Approval of minutes from Wednesday, May 8, 2019		Meeting minutes from Wednesday, May 8, 2019 approved via consent.
4. Public Comment	No comment from the public.	
<b>5. Reports</b>		
a. Staff Report (Gardner)	No report. Gardner absent.	
b. Director's Report (Jensen)	Written report submitted. T. Jensen said that the majority of her report is on the Library budget, which will be covered under new business.	
c. SELCO (Colwell)	No report. Bruce Colwell absent. T. Jensen said that she understood that he would be attending the Library Board meetings until the fall. She may have misunderstood when his term would be end and when the new representative would take over.	
d. Friends and Foundation of the Northfield Public Library (Young)	D. Navarro said that a small group has met as a membership committee. They will be doing a membership drive in the fall. The idea is to start the drive on Sept. 23, which will be 100 days until the end of the year. Their theme focuses on getting 100 new members in 100 days. They are looking to bring back the bookmark. They may have a competition for kids to create the bookmark with several different designs as the winners. In July they will be awarding the Stand-Out Library Friend winner. They have chosen the winner, but are not announcing who it is until that person has been notified and accepts the nomination.	
<b>6. Old Business</b>		
a. Summer vacation for the Library Board? (Randall)	M. Randall asked if the Library Board wants to take a break from meeting during July or August. The Library Board will take off the month of August via a show of hands majority.	
b. Library Programming via the Library Board (Anderson)	R. Anderson reviewed his idea of having members of the community come and do programming in the Library. He already has two people who are interested. He asked the Library Board for suggestions of names of those they know who might be willing to present. R. Anderson said that he spoke with T. Jensen about when to start this programming in the fall. M. Randall asked if there is a script of	

	sorts that can be put together as to what should be asked of those who may be interested in presenting a program. R. Anderson will put something together that will be e-mailed to T. Jensen to be sent to the Library Board.	
c. SELCO representative proposed Judith Schotzko approval (Randall)	T. Jensen spoke of Judith Schotzko becoming the SELCO representative for the Library Board. T. Jensen asked for a vote by the Library Board to approve J. Schotzko as the SELCO representative.	Motion: B. Johnson Second: R. Anderson to approve Judith Schotzko as the SELCO representative to the Library Board. All in favor. Motion carried.
d. Library Board members to speak to City Council schedule	T. Jensen asked for volunteers to speak at the City Council meeting in July. There were no volunteers for July. M. Randall said that he could attend in September.	
<b>7. New Business</b>		
a. Election of Chair, Vice Chair (Randall)	M. Randall said that the current chair, Liz Reppe, is stepping away from the Library Board. A new chair and vice-chair will need to be elected. M. Randall nominates himself for the position of chair. There were no other nominations for chair. M. Randall said that C. Oehmke has nominated herself for the vice chair position. There were no other nominations for vice chair.	Election of M. Randall as Chair. Motion: T. Hayes Second: B. Schaffner All in favor. Motion carried. Election of C. Oehmke as Vice-Chair. Motion: T. Hayes Second: T. Estrada All in favor. Motion carried.
b. 2020 preliminary Library Budget (Jensen)	Preliminary budget submitted in packet. T. Jensen reviewed the preliminary budget with the Library Board. She noted that the personnel budget is not accurate, as \$27,000 needs to be added to reflect the LINK services addition to the Library. T. Jensen said that the Library is going to ask City Council to fully fund the position for A. Linder, Outreach Coordinator. Her position was partially funded by the Ames Fund for the past two years. This funding period is expiring and the position needs to be fully funded. When the time comes, T. Jensen will ask the Library Board and FFOL to speak to their City Councilors and speak at City Council meetings to help get this position funded. T. Hayes said that the projected year-end numbers seem to be off. T. Jensen will check with the finance director to see how those numbers are calculated. T. Jensen asked for an approval of the preliminary budget.	Approval of the preliminary budget. Motion: T. Hayes Second: B. Schaffner All in favor. Motion carried.
c. Library Board representative for the FFOL meetings? (Randall)	Completed at previous meeting.	
8. Other		
<b>9. Adjourn</b>		
	Time: 7:41 p.m.	Meeting adjourned via consent.

Submitted by B. Novotny, Clerical Liaison