



Northfield Library Board

MEETING MINUTES RECORD

Meeting: Regular Library Board Meeting

Date: July 8, 2020

Location: GoTo Meeting

Start time: 7:03 p.m.

Virtual Meeting

Adjourn time: 8:17 p.m.

Members present: Dick Crouter, Elizabeth Yang, Mason Randall, Brad Schaffner, James Shuffelton, Margit Zsolnay, Grace Casson

Members absent: Bill Johnson, Max Gordon Mercer, Thelma Estrada

Others present: Teresa Jensen (Staff Liaison), Becky Novotny (Clerical Liaison), Judy Schotzko (SELCO)

1. Call to Order	The meeting was called to order at 7:03 p.m. by Chair M. Randall.	
2. Approval of agenda for Wednesday July 8, 2020	M. Zsolnay and T. Jensen wanted to add under 8. <i>New Business b. New Liaisons to the FFOL Board.</i>	It was moved by D. Crouter and seconded by M. Zsolnay to approve the agenda for Wednesday, July 8, 2020 as amended. All in favor. Motion carried.
3. Approval of minutes from Wednesday, June 10, 2020	M. Zsolnay said that in the June 10, 2020 minutes under 5. <i>Reports c. City Council Meeting</i> , Fred Rogers was listed as president of Carleton College. He should be listed as vice president and treasurer.	It was moved by D. Crouter and seconded by B. Schaffner to approve the Library Board minutes of June 10, 2020 as amended. All in favor. Motion carried.
4. Public Comment	No public comment.	
5. Reports		
a. Director's Report (Jensen)	Written report submitted. T. Jensen said the Library will be going to the City Council to ask that they eliminate library fines. This will impact the 2021 budget by approximately \$14,000. It affects the entire City budget, not just the Library. If it is approved, the City will have to make up the amount somewhere else in the budget. T. Jensen will be going to Rice County to ask for funding for the year. She will be asking for the same amount that they allocated to the Library last year. D. Crouter asked about T. Jensen's reference to it being her last budget preparation. T. Jensen said that she will be retiring in December. Discussion is on progress now as to who should be on the panels for interviewing candidates for the next director, where and how to advertise the position. It has to be a person who is willing to be the Library and IT directors and the Arts and Culture Commission liaison. T. Jensen has suggested having members of the FFOL, Library Board, Library staff, partners from the department coordination team, and members of the Arts & Culture Commission. Advertising for the position will probably start in October with the hope of someone being hired before T. Jensen leaves. M. Randall asked if there are people interested in the position. T. Jensen said that former Library Board member Sarah Weeks is interested. M. Zsolnay asked about the balance between the Library and IT portions of her position. T. Jensen said her work weighs heavier on the Library side versus IT. She meets with the IT department several times a week to discuss and problem	

	solve things that are happening. 25% of her pay comes from the IT budget and the rest is from the Library budget.	
b. SELCO (Schotzko)	J. Schotzko said that not a lot is happening with SELCO. She met with the strategic plan committee. They are going to use the same strategic plan that they used last year. The nominating committee picked a new slate of officers that will be voted on at the July meeting. The by-laws committee will be looking at changing some of their by-laws. They looked at doing this previously but nothing was finalized. One item they are reviewing is the number of people on the SELCO board. J. Schotzko wants each library in the region to have a representative on the board. They are also encouraging all members to be a part of the various committees. They want their members to be involved.	
c. City Council Meeting	No Board member attended the City Council meeting.	
d. Friends and Foundation of the Northfield Public Library (North)	B. North absent. No report. M. Randall said they are looking at nominating the Outstanding Friend of the year. M. Zsolnay said they are also nominating someone for the MALF award.	
e. Liaison reports	<p>i. Human Rights Commission (HRC) (Crouter) D. Crouter said they met on June 11. Retiring Police Chief Monte Nelson and his successor Mark Elliot attended the meeting. The police department wants to hire a more diverse staff. There was a discussion on activities of discrimination. The police department requires more training than the state requires including the topics of mental health crisis management, cultural differences and implicit bias. There was question if Northfield would consider a gun buyback program. There is a small demand for such a thing. A statement of support was created by the HRC for the protestors speaking out for justice. There is a proposal to add the word diversity to the committee name to make it Human Rights and Diversity Commission.</p> <p>ii. Mayor's Youth Council (Shuffleton) J. Shuffleton said there was no meeting. No report.</p> <p>iii. School Board (Zsolnay) M. Zsolnay said there has not been any minutes posted since our last meeting. No report.</p> <p>iv. Arts & Culture (Jensen) T. Jensen said a new sculpture was installed on the west side of the river by Basil's Pizza.. Artist Kris Swanson created it. The title of the sculpture is <i>Threshold</i>. The PARC (Public Art Review Committee) met and chose a finalist for the roundabout art at Highway 246 and Jefferson Parkway. The Arts and Culture Commission will review their choice and give the final approval. A project will be starting on the Fourth Street side of the Domino's building. The owner of the building has proposed an artist and the artwork they will create on the building. The City, through the 1% for the Arts program, will pay for some of the project as will the building owner. The City will own the art and maintain it for 10 years. This will be coming in September. Sidewalk Poetry will be having a capstone at the end of August. Poems are being installed throughout town right now.</p>	
6. Question of the Month/Infoblitz	What to look for in a new Teen/Youth Service librarian	
M. Randall said what he likes about those who staff the desk are those who engage, have recommendations, are interested, friendly with children and know how to engage at the different levels. They interact with the kids and engage them.		

<p>E. Yang said start with the job description and go from there. Staff can give recommendations based on the experience they had with L. Mestad.</p> <p>G. Casson said she isn't sure what makes a person good at talking to teenagers. Perhaps someone who engages with people and sees everyone for who they are and potential in everyone who comes into the library. Being creative is really important. Finding new and interesting ways to engage with people is important because people come to programs based on their interests. There has to be many options to reach a wide variety of activities that teens like.</p> <p>J. Shuffelton said programming is very important.</p> <p>M. Zsolnay said determining knowledge of pop culture would be important when interviewing for a youth services librarian, as well as their awareness of the demographics or communities in Northfield. The Library should be a place where teens can connect in person. A teen services librarian should look for ways for teens to connect with each other through a book club or Dungeons and Dragons. In person interactions are important. There are some teens in Northfield in need of access to technology and food. Looking for someone who can address those types of issues in the community and connecting teens to resources that are available might be of value. Going beyond the walls of the library to make connections would be desirable.</p> <p>J. Shuffelton said the issue for teens is timing. Teens tend to be available more on the weekends then on a weeknight.</p> <p>D. Crouter asked about hiring someone who is bi-lingual. T. Jensen said they will have a strong preference for the person to be bi-lingual but it will not be a requirement.</p>		
7. Old Business		
a. Re-opening the library – how it is going; service comparisons	T. Jensen said the re-opening continues to go well. The use of the library has been growing steadily. Patrons are feeling more comfortable coming into the library. M. Zsolnay asked about the low stock of hand-sewn masks. T. Jensen said that those who are sewing masks are getting tired of sewing masks. The Library has purchased individually wrapped, disposable masks for patron use.	
8. New Business		
a. 2021 Budget proposal	T. Jensen referred to the proposed 2021 budget included in the Board packet. They started with a budget of \$1,511,538. They wanted to stay as close to that number as possible. To do so they reduced some of the programming and training dollars. The big increase in the budget is the amount needed for electricity, as the price keeps rising. Last year they asked for \$23,000, and are over budget already. They will ask for \$30,000 for 2021. Salaries have not been adjusted for raises or inflation so that number will increase. M. Randall asked if the City took part in the green initiative with Xcel Energy. T. Jensen said that Beth Kallestad has been hired by the City to work on special projects, one of which is the green initiative. When the Library was renovated all of the lights were switched from florescent to LED. The air handling units/heating/HVAC resulted in the increase in the Library electricity. The City will be taking part in the green initiative study.	
b. New Liaisons to FFOL Board	M. Zsolnay said for the last year she and M. Randall have been taking turns going to the FFOL meetings. They are looking for other Library Board members to attend the meetings. Library Board members who are interested can contact T. Jensen, M. Randall, or M. Zsolnay.	
10. Adjourn		
	Time: 8:17 p.m.	Meeting adjourned via consent.

Submitted by B. Novotny, Clerical Liaison