



Northfield Library Board

MEETING MINUTES RECORD

Meeting: Regular Library Board Meeting

Date: Dec. 9, 2020

Location: GoTo Meeting

Start time: 7:03 p.m.

Virtual Meeting

Adjourn time: 8:23 p.m.

Members present: Dick Crouter, Brad Schaffner, James Shuffelton, Margit Zsolnay, Mason Randall (Chair), Paola Torres Bermudez

Members absent: Bill Johnson, Elizabeth Yang, Thelma Estrada, Grace Casson

Others present: Teresa Jensen (Staff Liaison), Becky Novotny (Clerical Liaison), Judy Schotzko (SELCO), Susan Dean (FFOL), Karin Bartlett (Library Staff)

1. Call to Order	7:03 p.m. M. Randall.	
2. Approval of agenda for Wednesday Dec. 9, 2020		Meeting agenda for Wednesday, Dec. 9, 2020 approved via consent.
3a. Approval of minutes from Wednesday, Sept. 9, 2020		Motion B. Schaffner, Second D. Crouter; Unanimous approval
3b. Approval of minutes from Wednesday, Oct. 14, 2020		Motion D. Crouter, Second B. Schaffner; Unanimous approval
4. Public Comment	No public comment.	
5. Reports		
a. Director's Report (Jensen)	Written report submitted. T. Jensen. Natalie Draper, from Richmond, VA, selected as new library director, estimated start early February. New Youth Services librarian Catherine Stricklan, from Darien, CT., will start early January. City Council approved 3.7% levy. Budgets remain the same or increase slightly. T. Jensen working with K. Greene reallocating funds between budgets based on spending patterns. Discussion of T. Jensen retirement effective Dec. 31, 2020. Library management team will assume interim responsibilities. B. Martig, City Administrator, will make critical decisions outside their scope. T. Jensen may return part-time for transition after 30 day absence.	
b. SELCO (Schotzko)	No SELCO committee activity since the last Library Board meeting. By-laws committee met and did not change the number of members on the SELCO board. SELCO board approved meeting more often than current four times per year.	
c. City Council Meeting (Jensen)	T. Jensen reported the City Council approved the River Front Enhancement Initiative and passed St. Olaf proposal to expand housing along St. Olaf Avenue. N. Draper appeared before the council December 8 for city interview. N. Draper will be approved as Library Director week of December 14.	
d. Friends and Foundation of the Northfield Public Library (Dean)	FFOL will not have fund raising activities until safe. FFOL received memorial bequest from Elizabeth Benjamin to use in a way that honors her. S. Dean reported on FFOL vacancy. In need of website design as well as bookkeeping or accounting as B. North has expressed interest in stepping down from the treasurer position.	
e. Liaison reports	i. Human Rights Commission: D. Crouter reported agenda for December 10. 'Braver Angel's' conversation approach, discussing the Land Acknowledgement statement, Human Rights Award, and Martin Luther King Jr. Day preparation.	

	<p>ii. Mayor's Youth Council: J. Shuffleton reported Youth on Boards presentation followed by discussion on the Land Acknowledgement Statement.</p> <p>iii. School Board: M. Zsolnay reported the major discussion was schools going to all distance learning including concerns for education equity, stress management for students and staff as well as substitutes for teachers under quarantine. To be determined if in school learning resumes January 2, 2021.</p> <p>iv. ACC: T. Jensen reported the ACC awarded \$6,000 SEMAC grant for Jon Sterner eagle sculpture at the corner of HWY 3 and 3rd. J. Sterner also applied for a \$10,000 grant toward the estimated \$25,000 cost. Balance covered by 1% for the arts. City declined purchase of loaned sculpture <i>Straight to the Heart</i> currently in the site of J. Sterner 'Eagle' as cost of \$38,000 prohibitive. Adam Turman signed contract for the roundabout mural starting spring 2021. 14 Spanish language poems submitted in sidewalk poetry initiative; three selected in December 2020 by Rob Hardy, who continues as Poet Laureate. and T. Gardner NPL liaison.</p>	
Discussion of the Month	Library Services during Covid; should we be open?	
<p>T. Jensen brought topic as 'Discussion of the Month' due to continuation of COVID and current conditions. NPL realized four staff retirements due to COVID concerns in work environment. In March the library was completely closed for a couple of weeks then closed to patrons but offering curbside pick-up and delivery until May. Currently NPL will stay open unless mandated by the Governor. T. Jensen posed the question of how the library board feels about being open with no reduction of hours and limited reduction of services. M. Randall reported being in many times since re-opening and feeling very safe. Staff is serious about mitigating risk of spread and appreciates the quarantine of returned items. J. Schtozko reports she feels safer at the library than Cub or Target. Concerned about staff risk. B. Schaffner also concerned for staff as they are in the building for greater time lengths and interact with many different people. S. Dean had observed staff December 9, 2020, some wearing gloves if desired or needed. Staff maintained social distancing and observed traffic in the library. Barriers are provided at service desks. Staff not adverse to enforcing rules or even calling the police if needed. S. Dean also concerned about staff, but thinks they are handling everything beautifully. D. Crouter asked about the statistics for October being down 41% from the previous year. T. Jensen reported that was the gate count, the number of people coming in the library. In person patron numbers have remained lower. Circulation statistics, the amount being checked out, is down only 9% from last year. D. Crouter reported he thought the library has been proceeding appropriately, also expressing sensitivity to staff and balancing risk. M. Randall asked about staff working from home. T. Jensen said yes and no. In March, staff was working from home doing online training and enrichments. Not much after re-opening. One staff member may partially work from home. Reducing library hours will impact staff pay.</p> <p>M. Zsolnay asked about further reducing services and about offering more in person and when. Also, if there has been any community spread COVID related to the library. T. Jensen is unaware of any community spread related to the library and there are no plans for in person events in the near future.</p>		
6. Old Business		
a. Clarification on Quorum numbers	T. Jensen reported quorum is based on the number of filled seats on the board, not including vacancies. Vacancies do not count towards quorum. T. Jensen expects Mayor will fill vacancies in 2021.	
7. New Business		
a. Library Board meetings pre-new director – hiatus, or with another library representative?	M. Randall polled the Board about taking time off between T. Jensen leaving and N. Draper starting. D. Crouter and M. Zsolnay wanted to meet. New members join in January. D. Crouter suggested how the FFOL relates to the Library Board as the January Discussion Question.	Members voted unanimously to meet in January.
Other		
8. Adjourn		
	Time: 8:23 p.m.	Meeting adjourned via consent.

Submitted by K. Bartlett, Clerical Liaison