



City of Northfield

City Hall
801 Washington Street
Northfield, MN 55057
ci.northfield.mn.us

Meeting Minutes - Final Library Board

Wednesday, October 13, 2021

7:00 PM

Library Meeting Room

I. CALL TO ORDER AND ROLL CALL

7:03 pm- Meeting called to order by Chair Mason Randal

- Present:** 5 - Mason Randall, Board Member Elizabeth Yang, Board Member Thelma Estrada, Board Member Laura Turek and Board Member James Shuffelton
- Absent:** 4 - Vice Chair Margit Zsolnay, Board Member Richard Crouter, Board Member Anne Larson and Board Member Pam Charlton

Others Present:

Natalie Draper(Staff Liaison), Emily Lloyd(Youth Services Librarian), Judy Schotzko(SELCO Representative), Bill North(FFNPL Liaison), Karin Bartlett(Clerical Liaison)

II. APPROVAL OF AGENDA

**A motion made by Board Member Turek, seconded by Board Member Shuffelton.
The motion passed by the following vote:**

- Yes:** 5 - Chair Randall, Board Member Yang, Board Member Estrada, Board Member Turek and Board Member Shuffelton

III. APPROVAL OF MINUTES

A motion was made by Board Member Turek, seconded by Board Member Shuffelton to approve the September meeting minutes. The motion passed by the following vote:

- Yes:** 5 - Chair Randall, Board Member Yang, Board Member Estrada, Board Member Turek and Board Member Shuffelton

Attached is the Library Board Draft minutes for the September 2021 Meeting

Attachments: [Library Board Sept. 2021 Minutes Draft](#)

IV. PUBLIC COMMENT: An opportunity for Northfield residents to address the Library Board on agenda items or issues related to the library mission.

No public comment.

V. REPORTS

a) Director's report (Draper)

September included the successful DOJJ parade and HHC in Central Park with over 2,000 attendees. Working on a number of grants to stretch the library budget and further strategic goals. The vinyl listening station is available to the public.

Attached is the Library Directors report

Attachments: [Director's Report](#)

Attached is the Circulation Statistics for September

Attachments: [Sept 2021 Circulation](#)

b) SELCO (Schotzko)

Advocacy committee starting a strong push to connect with Legislators. Will be providing packets with how and who to connect with and talking points. February will have a virtual and in person opportunity. The SELCO board now meets every other month.

c) City Council meeting (Zsolnay, Larson)

No report.

d) Friends and Foundation of the Northfield Public Library (North)

Successful September, including HHC and a well attended Annual Meeting. A recording of the meeting will be posted to the Friends website. Four new board members were appointed. The friends generously funded some electronic equipment for HHC. The Trivia Bee is still on track for Oct. 29th at the Grand Event Center. Working on publicity now. Cost is \$100 per team of 4 with probably some scholarship sponsors available. Prairie Creek will again provide beads for the group trivia. November 18th, Give to the Max Day, is the start of the end of year fundraising drive. Once again there is a \$6500 matching grant. The endowment fund is on pace of expectations.

e) Liaison reports:**i. Human Rights (Crouter, Randall)**

No report.

ii. Mayor's Youth Council (Shuffleton)

Youth on Boards met with Superintendent Hillmann, who spoke to COVID decisions about policy and masking in Northfield Public schools.

iii. School Board (Zsolnay, Turek, Charlton, Randall)

Board Member Turek gave report. The COVID dashboard on the public school website gives updated info about the number of cases and quarantined students at each school. The state has grant funds for schools that would provide reliable and approved rapid tests

for students that will improve testing and time missed. The School Board is making a 5 year strategic plan, similar in timing to the library's strategic plan. Reaching out to share input would be beneficial to both parties.

iv.Arts and Culture Commission (Draper)

There was a dedication ceremony for the roundabout murals. There continues to be a discussion of temporary art and sidewalk chalking.

v.Northfield Promise (Charlton, Turek)

Funding has been secured for 2022. The three main pillars of service are Kindergarten readiness, reading at grade level by 3rd grade and career and college readiness. Right now there is a great need for homework help and tutoring to help students who are struggling due to COVID caused instruction gaps. It would be a great thing for the library to be involved in. Ideas were brainstormed.

VI. OLD BUSINESS

No old business.

VII. DISCUSSION OF THE MONTH: YOUTH SERVICES UPDATES

Youth Services Librarian Emily Lloyd gave an update on recent grant applications. One grant would fund traveling mini-early literacy libraries that would rotate amongst 26 licensed home daycares. The totes of books would be delivered every three weeks, Feb. -Aug., and comprise 100 curated titles in all genres with reading notes for providers to maximize the educational value.

The other grant would go to purchasing decodable easy readers, similar to the BOB Books. The books are often not the first choice of kids, so suggestions were made for circulation and rewards. Ideas were also shared for homework connections, early library card empowerment, partnering with schools for both school visits and library visits. The FFNPL discussed ways they could help with funding and awareness.

VIII. NEW BUSINESS

a) Strategic Plan updates

The public surveys are available and heavily promoted. Response is a little slow, so the return deadline may be extended through January. Community conversations are probably being held in November. There is a staff stakeholder workshop in early Nov. and one for Library Board, FFNPL and others(12-15 people) Nov. 16th. Suggestions were made for targeted emails of the survey; possibly to teachers, the HHC planning commission, FFNPL and the Rotary.

b) Winter Walk plans

The event is Thursday, Dec. 9th. There are plans for a controlled bonfire on the library patio with hot cocoa. A request was made for the Board to monitor the fire from 5-8. Mason, Laura, Bill and James all expressed interest.

IX. OTHER

There is a board and commission training Oct. 27th at 50 North. RSVP was emailed.

Laura mentioned a Mental Health First Aid training and wondered if the Library would be interested in being a host site. Natalie mentioned the recent Naloxone training and future plans to be a safe site. Both are in keeping with staff training and community outreach goals.

X. ADJOURNMENT

Meeting adjourned 8:29 pm

A motion was made by Board Member Turek, seconded by Board Member Estrada to adjourn the meeting. The motion passed by the following vote:

Yes: 5 - Chair Randall, Board Member Yang, Board Member Estrada, Board Member Turek and Board Member Shuffelton