

Library Board Meeting Minutes

May 11, 2020

Members present: Finander, Fournier, Gold, Lehmann, Peterson, Radloff, Rund, Tetrick and Halgren (staff)

Absent:

Meeting called to order at 7:05 p.m.

Introduction and Welcome of New Board Member: Michelle Lehmann

Consent Agenda

- Minutes – M/S/A
- Bills – M/S/A

Unfinished Business

Repair and Maintenance

- On March 18, our dripping kitchen faucet was replaced! Such an improvement!
- On April 20, the milling and overlaying of 3rd Ave. N. down Grand Ave. E. began outside our doors. This meant the brick sidewalks were removed and replaced with smooth sidewalks that should prove better able to withstand our winter weather. We also lost a few trees in the process. Anticipated completion of the project is the end of May.

New Business

Circulation Stats

- Due to our closure at the end of the day on March 13, our stats reflect a great start to the month and then disaster. We were down 43.7% for March.
- With our SSP holds being transferred to and checked out over at Wentworth Library with curbside pickup, we were down 98.5% for April.
- The library has processed a total of 3,296 holds since holds were released on April 9.

Elections

- Due to our atypical situation with COVID-19 and a new board member joining us for the first time, the director recommends tabling elections until June. The president and vice-president of the board may serve only three consecutive terms.
- *Motion made and seconded to postpone the Library Board elections until the June meeting. Approved unanimously.*

Proposal to Dakota County

- Matt Smith, County Manager; Steve Mielke, Facilities Director; and Tom Novak, PS&R Director, of Dakota County met virtually with Joel Hanson, SSP City Administrator; Shelly Anderson, Asst. City Administrator and HR Director; and Kathy Halgren, Library Director, on Friday, May 1, for an initial discussion regarding the proposal sent to the County last month concerning possible inclusion of the library in the Dakota County Library System.
- The general takeaway was that there will be more discussions to follow in order to prepare for a presentation that will generate positive discussion among County Commissioners.
- The County will be looking into assessing our current site as well as the 7th Avenue/Marie Avenue site.

Phased Reopening of the Library and Staffing

- At this time, libraries throughout the country are trying to figure out how to reopen safely while providing needed services.
- Today Margaret Stone, Director of DCL, informed the library that current checkouts will have their due dates extended from May 31 to June 30.
- The library's anticipating that we will maintain curbside pickup at DCL branches in order to protect the health of residents of the high-rise community right next door, but we'd like to conduct a modified curbside pickup Summer Discovery program for children this year.

- Amy Commers, Youth Services Librarian, will be working on this and is considering creating bags for children with a reading log, a tattoo, and a form for children to let her know what kind of book they'd like in their bag and when they want to pick it up.
- The anticipated start date will be sometime in June if the Governor lifts his Stay-at-Home order so that more staff can be onsite.
- *Motion made and seconded to approve the modified children's program. Passed unanimously.*

Building Reopening

- In terms of reopening, in general the library has to be prepared for patrons. This means plexiglass shields around all service desks, masks for all staff, stanchions (roping) to direct patrons to only open areas, gloves and cleaning supplies, and signage throughout open areas and on the floor concerning social distancing and safe practices.
 - In our first phase, we plan on offering only computer appointments in one-hour increments and we will allow only one person in at a time to begin. We may be able to space our computers out a bit more, but it's unlikely with only one hub in the floor. The most patrons at computers we will be able to have at a social distance of 6" at this time is two. We also are thinking of changing our hours from M-F, 10-6, to allow for people to come in after work.
 - Our second phase would have people coming in for holds and perhaps browsing. Furniture as well as toys and the Play and Learn Station upstairs would be removed, and patrons would be encouraged to pick up materials and leave. We'll have styluses for patrons to use at the self-check and will sanitize the self-check and the styluses after use.
- All of this will depend on the Governor's actions and the spread/impact of COVID-19. And, all of this is occurring when the City is considering furloughing employees due to the state's budget deficit and delayed/potentially smaller LGA payment to the City. Employees will receive a letter next week asking for voluntary furloughing with the understanding that employees will be called back as the library reopens more fully. Retirement plans by those considering retirement in the near future will also be sought.
- The board discussed staffing requirements of this plan and the modified children's Summer Discovery program, as well as the logistics of keeping staff and patrons safe.
- *Motion made and seconded for a phased reopening, after careful study of other libraries, and with the first phase as described above. Approved unanimously.*

Vandalism of Lucy

- On the evening of May 7, the police received a 911 call that a woman was fighting with a statue by the library. It turns out she was also writing all over Lucy's face and mask! This all occurred after the library was closed, but the following morning there was no indication that any altercation had occurred. A good neighbor across the street apparently heard the commotion, wiped off the writing on Lucy, and washed her mask!

Face Masks for Staff

- The board also discussed the need for the library staff to have face masks and different options for making face masks for staff. Several board members agreed to explore options for making face masks for staff.

Virtual Programming Highlights

- **Adult Programs** – Our Adult Book Club and new Cookbook Club have been meeting virtually via Zoom, and the response has been positive by attendees. *Upcoming events:* Zoom Meditation Workshop on Saturday, May 16, at 10:30 am with registration required through H. Rodriguez; details are being worked out for a Summer Adult Reading Program beginning in June.
- **Children's Programs** – Miss Amy's Virtual Storytimes live on Facebook Tuesday mornings at 10:30 am are well received, and Book Snacks, where Amy reads the first chapter of a children's book, are on YouTube and posted Thursdays at noon on Facebook. Our newly designed Resources for Youth page has a curated page of activities for children and teens that's cross-indexed by age groups with many Minnesota artists and organizations featured. The library was approached by Town Square TV and is now airing our virtual storytimes and Book Snacks programs on Channel 20, their educational channel. Amy anticipates broadcasting our summer virtual craft programs, too. *Upcoming events:* One Book | One Minnesota Zoom book discussion of Kate DiCamillo's *Because of Winn-Dixie* on Tuesday, May 19 at 6:30 pm; Try-This Thursdays at 9:30 am beginning in June, consisting of videos of crafts, outdoor activities, science experiments, etc.; Trivia Challenge on Wednesday, June 10, from 10-11 am via Zoom for kids entering 5-8 grade.
- **Shelf Talk** – Our new blog, "Shelf Talk," can be found under our Library at Home button on our library website. It's a great mixture of short posts from SSP Library staff about books, reading, habits and practices, etc.
- **SSP Library @ Home Newsletter** – First edition published for May. On our website, posted on social media, and sent to patrons via Notify Me email distribution lists.

- The board was incredibly impressed with the amount and quality of virtual programming and commended library staff for their creativity, initiative and dedication to the South St. Paul community.

Other/Correspondence

- If you drive by the library on Marie Ave., you will see pictures of staff wishing everyone well and expressing how they miss patrons.
- Ancestry Library Edition and Alldata are now available for people to access at home for free.
- Hoopla, DCL's digital streaming service, has added over 1,500 free titles that will not affect people's total downloads for the month; this collection is called Bonus Borrows Collection and currently is available through May 31.

Meeting adjourned at 8:47 p.m.

Next meeting – June 8, 2020

Respectfully submitted,
Megan Fournier
Secretary, Library Board

Programming Statistics

April 2020 and partial May 2020

Dates	# Programs	Program Name	Program Audience	Attendance
APRIL				
2-Apr	1	Book Snacks: 13-Story Treehouse	Children	
2-Apr	1	Book Snacks: Dragons in a Bag	Children	
7-Apr	1	Virtual Storytime	Children	28
9-Apr	1	Book Snacks: Friend or Fiction	Children	
9-Apr	1	Book Snacks: Front Desk	Children	
9-Apr	1	Evening Book Discussion	Adult	8
14-Apr	1	Virtual Storytime	Children	16
16-Apr	1	Book Snacks: World According to Humphrey	Children	
16-Apr	1	Book Snacks: The Nebula Secret	Children	
17-Apr	1	Cookbook Club	Adult	10
21-Apr	1	Virtual Storytime	Children	11
23-Apr	1	Book Snacks: Guinea Dog	Children	
23-Apr	1	Book Snacks: Chirp	Children	
28-Apr	1	Virtual Storytime	Children	18
30-Apr	1	Book Snacks: The Storm Runner	Children	
30-Apr	1	Book Snacks: New Kid	Children	
		Tech Tutoring	Adult	5
total	16			96
MAY				
1-May	1	Cookbook Club	Adult	11
4-May	1	Virtual Genealogy: Researching Midwestern River People	Adult	27
5-May	1	Virtual Storytime	Children	26
7-May	1	Book Snacks: Mulan- Before the Sword	Children	
7-May	1	Book Snacks: The Serpent's Secret	Children	