

Library Board Meeting Minutes

June 8, 2020

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

Absent: (excused)

Meeting called to order at 7:04 p.m.

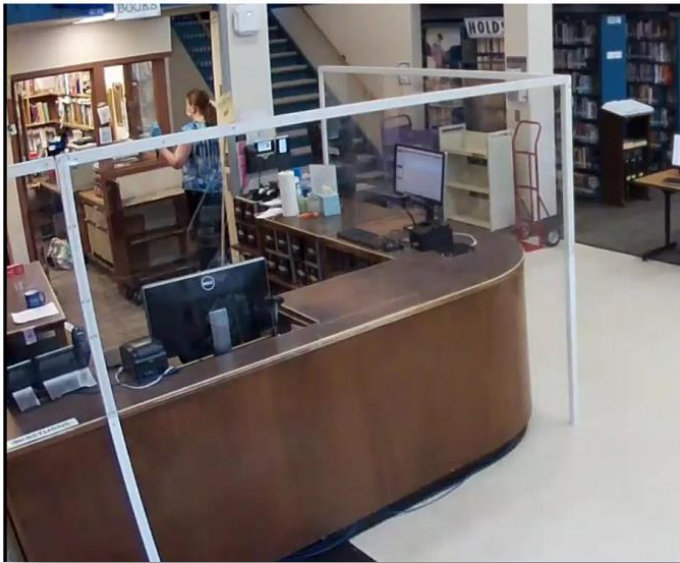
Consent Agenda

- Minutes – M/S/A
- Bills – M/S/A

Unfinished Business

Repair and Maintenance

- In preparation for returning staff, the excess shelving in the basement was moved to storage on May 29, and a new workstation was set up in the corner last week. This staff member will be able to answer the main phone line, process materials, access the library catalog, print labels, etc.
- On June 4, City staff installed plexiglass shields around the front service desk to protect patrons/staff during interchanges.



New Business

Circulation Stats/Holds Processed

- Since circulation is virtually non-existent with our holds sent over to West St. Paul for curbside pickup, that stat is meaningless, but we have processed 5,160 holds from April 9 through May 31. The board thanked Halgren for her hard work in processing these holds.

Elections

- Halgren sent out job descriptions for each office with the agenda last week.
- Current officers are Radloff (President), Finander (Vice President), and Fournier (Recording Secretary).
- *Motion was made and seconded to nominate the current board leadership to remain in their positions for the next year. Passed unanimously.*

Phased Reopening of Library Plan

- The City requested each department head to provide a reopening plan by May 14. Halgren created a plan based on DCL's reopening model that consists of four phases with triggering events concerning maximum group limits precipitating each phase. The plan also addresses staffing, PPE (personal protective equipment), services offered and operation details.
- We have entered Phase One today (June 8, 2020) with our partial reopening for computer appointments. We are requiring all who enter the building to wear masks. We are beginning this phase with no publicity until staff have been reacclimated to working onsite. Some staff will be working onsite all their hours, but other staff will be primarily working from home.
- We intend to waive printing costs initially up to 25 pages to limit contact and transfer of money with patrons.
 - *Motion made and seconded to temporarily waive printing fees for up to 25 pages for the near future. Passed unanimously.*

Fine Assessment and the Returning of Materials during COVID-19

- Dakota County Library System (DCL) intends to maintain the current policy of not assessing/pausing fines until their libraries are more fully opened. Halgren recommends that SSP do the same since their patrons use our materials and vice versa.
 - *Motion made and seconded to temporarily not assess/pause fines until the library is more open. Passed unanimously.*
- Materials are currently due July 1, but DCL will be sending out pre-overdue notices on June 28 with the message to please return materials. However, items without holds will be auto-renewed one time in case people are hesitant to venture out, are ill, etc.
- Beginning June 10, items that are checked out will have the usual three-week checkout period. Both measures are occurring to try to bring down wait times for people who have placed holds on materials. On July 1, those items that are still sitting on hold shelves throughout Dakota County will expire. Notices will be sent out this week and next week to encourage people to either pick up their items or contact staff members to make other arrangements, such as suspension of holds.
- Paper notifications will be a thing of the past in the next couple of months as DCL changes vendors to be able to notify people via phone for pre-overdues, overdues, etc. Currently, people are notified by phone for only reserved materials.

Wrap Up of Adult Reading Program/New Summer Adult Reading Program

- Halgren summarized the 20th annual adult reading program, which was held January 6-February 29. We had 19 more participants this year over last year, for a total of 128.
- The very first readers that signed up had the option to choose Winter Reads socks as an incentive. These were all chosen the first day of the program, but magnetic poetry frames and chocolates were also registration incentives. Readers were given a bookmark and five book review slips. An online option was also presented. A total of 354 reviews were turned in with SSP Library mugs, Black Sheep gift cards, and books given as weekly prizes.
- The Pick 5 Adult Summer Reading Challenge is a new virtual program that is running from June 1 through August 14. Readers can select five topics from a list of 10 categories and then submit the titles of the five books they read within those topics for the chance to win \$10 gift cards from Black Sheep or The Wellness Café.

Summer Discovery Reading Program

- We hope to offer Grab & Go bags for children and teens for two weeks from June 15-26 from 12-6 pm by the parking lot between the library and the museum. Each bag will have a reading log, temporary tattoo and a free surprise book based on reading level. There will be no prize drawings, but the reading logs for pre-readers, readers and teens encourage kids to select 15 activities to complete over the summer. An online option is also available.
- Amy Commers will continue to produce virtual programming throughout the summer, and MELSA will be distributing videos of local performers Brodini, Schiffelly Puppets, the Mike & David Show, RAD Zoo, Lalo's Lunch Box, the Jolly Pops, and Siama for Facebook posts throughout the summer, beginning June 22.

Virtual Programming Highlights

- June SSP Library@Home newsletter was included in board members' packets, and now all virtual programming is listed in LibCal, the library calendar of events on our website.
- **Adult Programs** – Cookbook Club and the Adult Book Club are going well, and a Saturday morning Virtual Meditation Workshop was well attended on May 16. On May 4, the library partnered with Dakota County Historical Society for a successful Virtual Genealogy program titled "Researching Midwestern River People." On June 5, the

author Lisa Fain joined the Cookbook Club online to talk about her *The Homesick Texan Cookbook* and to give everyone some tips!

- **Children's Programs** – Virtual storytimes continue as well as Book Snacks. *Upcoming:* Trivia Challenge for grades 5-8 where they will play virtual Kahoot! Trivia via Zoom (6/10); Try This Thursdays, a new video of crafts, outdoor activities, science experiments, etc., that's uploaded on our website and Facebook Thursdays at 9:30 am; Cardboard Craft Along for kids entering K-4th grade via Zoom (6/24).

Other/Correspondence

- Halgren read letter from Robert M. Carlson regarding the book *Farm Girl: A Wisconsin Memoir* because of its South St. Paul connection.
- Board members shared what they were currently reading.

Meeting adjourned at 8:28 p.m.

Next meeting – July 13, 2020

Respectfully Submitted,
Megan Fournier
Secretary, Library Board

Programming Statistics

May 2020 and partial June 2020

Dates	# Programs	Program Name	Program Audience	Attendance
MAY				
1-May	1	Cookbook Club	Adult Virtual	11
4-May	1	Virtual Genealogy: Researching Midwestern River People	Adult Virtual	27
5-May	1	Virtual Storytime	Children Virtual	26
7-May	1	Book Snacks: Mulan- Before the Sword	Children Virtual	
7-May	1	Book Snacks: The Serpent's Secret	Children Virtual	
12-May	1	Virtual Storytime	Children Virtual	17
12-May	1	Book Snacks: Show Me a Sign	Children Virtual	
12-May	1	Book Snacks: The Dragon Egg Princess	Children Virtual	
14-May	1	Evening Book Discussion	Adult Virtual	10
15-May	1	Cookbook Club	Adult Virtual	6
16-May	1	Virtual Meditation Workshop	Adult Virtual	9
19-May	1	Virtual Storytime	Children Virtual	12
19-May	1	One Book One Minnesota Book Club	Adult Virtual	0
21-May	1	Book Snacks: Wizard for Hire	Children Virtual	
21-May	1	Book Snacks: Sal and Gabi Break the Universe	Children Virtual	
26-May	1	Virtual Storytime	Children Virtual	10
28-May	1	Book Snacks: Fablehaven	Children Virtual	
28-May	1	Book Snacks: One Crazy Summer	Children Virtual	
		Tech Tutoring	Adult Virtual	2
total	17			130
JUNE				
2-Jun	1	Virtual Storytime	Children Virtual	9
5-Jun	1	Cookbook Club	Adult Virtual	12