

Library Board Meeting Minutes

July 12, 2021

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

Absent: Peterson (excused), Radloff (excused)

Meeting called to order at 7:03 p.m.

Consent agenda

- Minutes - *moved by Finander, seconded by Lehmann, roll call vote, passed unanimously.*
- Bills - *moved by Fournier, seconded by Lehmann, roll call vote, passed unanimously.*

Unfinished Business

Repair and Maintenance

- The library is in the process of updating the public photocopier since Metro Sales was no longer leasing our current model. We will be acquiring a Ricoh IM C400F that will scan, produce color copies, and print from wireless devices in addition to the usual copying features.
- Parts for our Jamex coinbox are on order since it no longer accepts the newer \$5 bill and it needs updating to mesh with the new copier.
- The lease will be \$112 per month with quarterly copy billings assessing a base charge of \$48.60 (3000 B&W copies). Color copies will be added to the base. Previous copier was \$86 a month with an annual maintenance of \$340 in 2020.

New Business

Circulation Stats

- We took a big jump up in circulation for June at 5,944 items! Many more people are coming in to the library with only 8 curbside pickups for June.

New Youth Services Librarian

- After first-round virtual interviews and second-round in-person interviews, Sarah Connolly has accepted our offer to be our new Youth Services Librarian.
- Sarah brings many years of experience as both a Patron Experience Supervisor (branch manager) and a Youth Services Librarian at various branches in the Hennepin County system, including the Central Library (formerly main Mpls. library downtown). She is currently the Patron Experience Supervisor at East Lake Library, the library near the 3rd precinct that was damaged during the riots last May. She likes working with tech and managed Brooklyn Park's Teen Tech Center. She's also provided library services to the Juvenile Detention Center when working as a Youth Services Librarian for the Central Library in Minneapolis. She earned her MLIS in 2015 from St. Kate's.
- Her start date is July 28.

Motion to hire Sarah Connolly at Step 2 (\$32.68/hr., or \$67,974.40 annually) of the Youth

Services Librarian pay scale. Motion by Gold, seconded by Romenesko, roll call vote, passed unanimously.

Updated Library Brochure

- Since library staff are fielding many questions about the library, Halgren developed a new “What’s Happening with the Library?” brochure to be handed out to patrons. It explains the timeline and results of the Dakota County Programming Study as well as the resolutions and decisions of the City Council, Library Board and the County Board.
- The concept design by HCM | Gensler of the proposed library at 7th and Marie Avenues is also included.

Designer Selection for New Library/Negotiations

- Along with a core team from Dakota County, Halgren has been participating in the selection process for the design architect of a potential new County library in South St. Paul.
- The County received 14 proposals to their RFP, which closed on June 29. The team will be meeting on July 13 to discuss ratings of each proposal with the top architects scheduled for in-person interviews on July 21 in Hastings. The team plans on presenting their choice to the County Board at their August 10 meeting.
- At tonight’s City Council worksession, Joel Hanson, City Administrator, and Halgren will be discussing negotiation parameters with Dakota County for a new library. These parameters include transfer documentation, personnel, land use issues, 7th Avenue alterations, City in-kind contributions to construction, City in-kind contributions to operation, asset transfer, ongoing operations of the current site, and an approach to additional financing needs should it be required.
- Dakota County is hopeful for legislative funding of this project on a 50/50 basis.

Preliminary 2022 Budget

- Our 2022 budget is just .03% higher than our 2021 budget. Money was set aside for our 100th Anniversary events, and most variable line items stayed very close to our current expense with some actually reducing (DCL expenses due to discontinuation of mailings). At this point, our requested budget is \$841,715.

Motion to accept 2022 budget. Moved by Tetrick, seconded by Rund, roll call vote, passed unanimously.

DVD Rental Fees

- As of July 5, DCL has discontinued daily rental fees of new DVDs. Their rate used to be \$1 a day; SSP’s rate is 50 cents a day. With streaming services gaining popularity and the price of new DVDs less than books, the fee for this collection has outlived its purpose. Halgren recommends changing our DVD rentals to a one-week checkout like other DVDs to fall in line with DCL practices.

Motion made by Romanesko, seconded by Fournier, to change the DVD rentals to one-week checkout like other DVDs to fall in line with DCL practices. Roll call vote, passed unanimously.

Blocked Cards, and Reinstatement of Fines

- DCL is also raising the limit to \$50 in fines and fees before a customer is blocked from library usage. They are currently at \$25 for adult cards and \$10 for youth cards. This change will occur August 1 as will the reinstatement of regular overdue fines.

Summer Discovery Wrap-Up

- Before Amy Commers said goodbye on July 2, she pulled together her final Summer Discovery Summary for the board. The modified program ran from June 14 through July 2, and program materials were upstairs in the children's area on tables. Participants could select reading logs and a prize book at their reading level.
- A total of 116 youth participated this year with 67 readers, 33 pre-readers, and 16 teens during these "official" three weeks.
- We left the materials up the week after 4th of July, and another 5 pre-reader and 6 reader logs were taken, boosting those numbers a bit.
- Commers offered an outdoor storytime on Wednesday, June 23, with 7 participants. Other outdoor activities and Take and Make craft kits will occur in July and August.

Pandemic Programming Highlights

Adult Programs

- Adult Book Discussion featuring *Jane Eyre* by Charlotte Brontë at Kaposia Landing (7/8).
- *Upcoming*: Painting on Glass at Lorraine Park (7/19); Book Discussion of *The Red Tent* by Anita Diamant (8/12).

Children's Programs

- Summer Discovery was the main focus of our Youth Services department for June, as mentioned previously. Take and Make kits have augmented the main program.
- Rodriguez and Whitman have also been collaborating on remaining youth programs in the absence of a Youth Services Librarian.
- *Upcoming*: Book Character Scavenger Hunt (7/13 with 7/20 rain date); Story Stroll of *Leaf Man* by Lois Ehlert at Grandview Park (8/10).

Other/Correspondence

- Discussion of next meeting date with motion of moving to August 16.

Motion made by Lehmann, seconded by Rund, to move the meeting to August 16 at 7 p.m. Roll call. Motion passed unanimously.

Motion to adjourn made by Finander and seconded by Romenesko. Roll call vote, passed unanimously.

Meeting adjourned at 8:13 p.m.

Next meeting – August 16, 2021

Respectfully submitted,
Megan Fournier
Secretary, Library Board

Programming Statistics

June and partial July 2021

| Dates | # Programs | Program Name | Program Audience | Attendance |
|--------------|-------------------|--|-------------------------|-------------------|
| JUNE | | | | |
| 10-Jun | 1 | Adult Book Discussion | Adult | 4 |
| 14-Jun | 1 | Take and Make for Kids: Gnome Finger Puppets | Children | 25 |
| 21-Jun | 1 | Take and Make for Kids: Quilled Paper Tube Flowers | Children | 25 |
| 23-Jun | 1 | Outdoor Storytime | Children | 7 |
| | | | | |
| total | 4 | | | 61 |
| | | | | |
| JULY | | | | |
| 6-Jul | 1 | Take and Make for Kids: Ping Pong Ball Monsters | Children | 24 |
| 6-Jul | 1 | Take and Make for Kids: Watercolor Yarn Art | Children | 20 |
| 9-Jul | 1 | Adult Book Discussion | Adult | 8 |