

Library Board Meeting Minutes August 17, 2020

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

Absent: Peterson (excused)

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

Consent Agenda

- Minutes – M/S/A for June minutes.
- Bills – M/S/A

Unfinished Business

Repair and Maintenance

- A tree that kept dropping its branches on Marie Ave. by the side of the library was taken down June 22.
- Our meeting room was cabled for Internet on July 22 so that now we have converted the space into a book processing and delivery center since quarantined items are up front.
- Construction on 3rd Ave. N. and Grand Ave. finally wrapped up the week of July 27.
- Our air compressor was fixed on August 7 since the children's area was a slight sauna, but it's not a long-term solution. Schadegg will be getting back to us about replacing it.

New Business

Circulation Stats/Holds Processed

- With road construction completed, we opened for onsite holds pickup on August 3. We do not have stats yet from this month, but we do know that we have filled 12,284 holds as of the end of July since the COVID closure.

Preliminary 2021 Library Budget

- As mentioned at the July meeting when we did not have a quorum, staff were instructed to keep their budgets flat for 2021, and for the initial meeting with Hanson and Hilger, the library had a modest increase of 1.54% (\$836,643) over the 2020 budget (\$823,942), primarily due to a large jump in cleaning costs (from \$725/mo. to \$1250/mo.) Our cleaners had not raised their price for at least 12 years. Our materials budget was decreased \$4,500 to offset most of the increase.
- On Aug. 10, a refined budget was presented to the council, and the library's budget increase was only .38%, or \$3,102, due to decreases in employer paid insurance and administrative fees. So, the adjusted 2021 budget is now \$827,044 compared to the initial \$836,643. More budget talks to come!

Phase 2 Re-opening/Express Services

- On August 3, the library opened for onsite holds pickup to add to computer and copier appointments. With the exception of one shelver, all furloughed staff are back onsite working with the public or processing materials.

- On August 17, we decided to stop taking appointments for services and roll out our Express Services, which includes a greeter at the door to maintain a count of those inside at all times.
- Services will include holds pickup, browsing and materials checkout at the self-check, and computer/copier use. Visitors will be encouraged to browse for 15 minutes or less.
- For those patrons not wishing to come inside the library, we will bring materials out to them.
- Returns are still quarantined for four days before check in.

Library Proposal Discussions with Dakota County

- July 9
 - Mayor Francis, Councilmember Dewey and Joel Hanson, City Administrator, met virtually with Commissioner Gaylord, County Manager Matt Smith, Physical Development Director Steve Mielke and Public Services and Revenue Director Tom Novak to review the City's proposal to the County regarding the library and to discuss possible options.
 - Commissioner Gaylord noted that the County Board is not united on the need for a South St. Paul library. Shared uses (school, social services) of a facility was once again brought to light, but most discussion centered around the size of a proposed building, with the County assuming that SSP would want the same things as in DCL branches. Because the County has no plan to close/move Lawshe Museum at this time, Option 1 of our proposal was dismissed with the 7th and Marie site as the preferred option. The County favors a one-story building and stressed that the County Board will take note of capital and operational costs when considering our revised proposal. After a general review of the County's Options spreadsheet, discussion centered on Option D, a 17,000-square-foot facility. A potential traffic study regarding the closure of 7th between Marie and the high school was also considered with Commissioner Gaylord asking that the City provide additional documentation that this site is the preferred location considering the situation with Lawshe Museum.
- August 4
 - The City did present Resolution 2020-88 to the Council on July 20, which was approved 5-1, with Hansen voting against it. SSP's proposal was on the County's General Government & Policy Committee agenda for August 4, and the overall impression was that commissioners agreed to continued discussion on a possible merger, but they're focusing on the financial aspect of it, our proximity to other libraries and our service area, the actual size of a new library, the feelings that the City should also contribute financially and not just by giving land and library assets, a possible timeline, and the County's financial challenges/priorities, especially in light of COVID-19.

Summary of Summer Discovery Program

- Our much-abbreviated Summer Discovery program was a success! Amy spent a total of 39 hours sitting out at Lorraine Park (Monday-Friday, June 15-19, and Monday-Tuesday, June 22-23) and was able to see many families and kids while handing out 177 bags of summer reading material.
- Bags included a surprise book, two temporary tattoos, an activity log, a note from Amy encouraging them to read over the summer with directions on the back on how to participate in the program this year, as well as a handout of summer programs.
- An additional 23 bags were dropped off at Maple Tree Day School where they enthusiastically agreed to share the book bags with their childcare families.
- So, all 200 of the reading activity logs ordered were distributed. Overwhelmingly, families were so thankful for summer reading materials because they had thought that would be another thing that was canceled this year.

StoryWalk Project Pilot Partnership with Safe Routes to Parks Campaign

- The library partnered with SSP Parks and Rec and SSP Safe Routes to School to bring a story walk to a local park for National Park & Rec Month this July.
- Amy suggested three easy-to-obtain English/Spanish titles by author Maya Christina Gonzalez from which the Safe Routes coordinator, Sophie Olson, chose *My Colors, My World (Mis Colores, Mi Mundo)* for our particular story stroll.
- Funding was provided by SHIP (Statewide Health Improvement Partnership), and the library shared social media posts promoting this and other events for National Park & Rec Month.

Virtual Programming Highlights

- Adult Programs
 - Virtual book discussions and Cookbook Club are still going strong; our first Grab & Go craft kit for a lantern was a huge success with all initial kits claimed within half an hour; a total of 55 kits were requested.
- Children's Programs
 - Weekly virtual storytimes occurred through July. The new "Try This Thursday" videos featured such projects/topics as wind sock science, bubbles, playdough, fireworks in a jar, create a story, coffee filter butterflies, edible engineering and suncatchers. Our one-off programs (Trivia Challenge for teens and Cardboard Craft Along) did not attract an audience. *Upcoming:* RAD Zoo video through MELSA (8/24).
- Other/Correspondence
 - Amy was out on medical leave from July 6-20 (Halgren read thank-you card)
 - Lois returned to work on June 29 with restrictions after breaking her foot onsite on June 9
 - Halgren included a *NYT Book Review* of *Farm Girl* by Beuna Coburn Carlson, former SSP resident, in the members' packet
 - A big thank you to Leslie for the lovely flowers in the pots by the library's front door.

Meeting adjourned at 8:17 p.m.

Next meeting – September 14, 2020

Respectfully submitted,
Megan Fournier
Secretary

Programming Statistics

July 2020

Dates	# Programs	Program Name	Program Audience	Attendance
JULY				
2-Jul	1	Try This Thursday: Fireworks in a Jar	Children Virtual	
6-Jul	1	Siama (MELSA)	Children Virtual	
7-Jul	1	Virtual Storytime	Children Virtual	15
9-Jul	1	Try This Thursday: Create a Story	Children Virtual	
9-Jul	1	Evening Book Discussion	Adult Virtual	10
10-Jul	1	Cookbook Club	Adult Virtual	4
13-Jul	1	Mike & David Show (MELSA)	Children Virtual	
13-Jul	1	Improv Parenting: Wheel of Stories	Children Virtual	
14-Jul	1	Virtual Storytime	Children Virtual	?
16-Jul	1	Try This Thursday: Edible Engineering	Children Virtual	
21-Jul	1	Virtual Storytime	Children Virtual	7
23-Jul	1	Try This Thursday; Coffee Filter Butterfly	Children Virtual	
24-Jul	1	Cookbook Club	Adult Virtual	7
27-Jul	1	Schifelly Puppets (MELSA)	Children Virtual	
28-Jul	1	Virtual Storytime	Children Virtual	8
30-Jul	1	Try This Thursday: Suncatchers	Children Virtual	
		Tech Tutoring	Adult Virtual	1
total	16			52