

## **Library Board Meeting Minutes October 12, 2020**

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

Absent: Lehmann (excused), Tetrick (excused)

Meeting called to order at 7:07 p.m.

### **Consent Agenda**

- Minutes – M/S/A
- Bills – M/S/A

### **Unfinished Business**

#### **Repair and Maintenance**

- Our faucets in the girls' bathroom and the women's bathroom were fixed on 9/16, and our carpets were cleaned by ChemFree Carpet Cleaning on 9/26.

### **New Business**

#### **Circulation Stats/Holds Processed**

- For September, the library circulated 4,963 items, so we were down 35.1% from last September, which is a great improvement over last month. People definitely are discovering that we are open for business!
- An additional 4,068 holds were processed last month for a total of 20,784 holds processed since April.

#### **2021 Minimum Wage Increase**

- The minimum wage in Minnesota will be \$10.08 (up from \$10.00) on 1/1/21. In the past, we have increased the five-step scale by 25 cents for Steps 2-4 and 50 cents for Step 5. Thus, in 2021, the shelver pay scale would be \$10.08, \$10.33, \$10.58, \$10.83, and \$11.33.
- *Motion made and seconded to increase the five step scale by 25 cents for Steps 2-4 and 50 cents for Step 5. Passed unanimously.*

#### **Programming Study by Dakota County for New Library**

- The General Government & Policy meeting of the Dakota County Commissioners was held 10/6, and a proposal for a study regarding the area up by Central Square (Marie and 7<sup>th</sup> Ave.) in terms of a new library was on the docket. This proposal was to be spearheaded by Matt Smith, Dakota County Manager, but it was tabled until their November 17 meeting.
- The request is for 50K to complete the programming study. Slides from the proposed presentation were presented to the board.

#### **Purging of Inactive Patron Records**

- The last time Dakota County Library IT staff purged patron records from the catalog was 2014. They are now in the process of assessing the status of patrons who haven't used the library

since 9/28/14 with the intent of cleaning up their database and deleting uncollectible fines and fees.

- For South St. Paul patrons, there are 2,721 registered users with no outstanding bills. 408 users have a balance of less than \$25.01, and this totals \$10,624.65. These bills are a mix of SSP and DCL fines and fees.
- DCL is in the process of discussing this with their various boards.
- *Motion made and seconded to a) remove paid in full bills by 2,721 users, then remove those user records and b) remove those 408 users with bills under \$25.01 following DCL's discussions of recommended procedures. Passed unanimously.*

### **Virtual Library Cards for SSP Students**

- On 10/14, Halgren and Commers will be meeting virtually with Dakota County staff to discuss starting a virtual library card program for South St. Paul students, grades 6-12.
- Students will not have an actual card, but will be assigned an ID so that they can access all electronic materials and databases as well as check out physical materials fee-free.
- During this time of COVID-19 and limited visits to the library, this service may be more essential for students as they try to complete schoolwork from home.
- In the upcoming meeting, a timeline for this project, marketing of the cards, maintenance of the database, current utilization of cards by students at other schools, and statistical reporting will be discussed.

### **Replacement Library Card Fees**

- The library has not been charging replacement card fees since the pandemic started, and now people can create their own cards online if they prefer. Dakota County Library will not be charging replacement fees in the future. Halgren recommends that SSP library follows suit.
- *Motion made and seconded to not charge a fee for a replacement card. Passed unanimously.*

### **Town Square TV Filming/Dave J. Hamlin**

- On 10/6, Kimberly from Town Square TV visited the library to film our collection of Kaposia yearbooks for an upcoming segment about author David J. Hamlin and his newly released book *Stand Up and Cheer!: 75 Years of South St. Paul Packer Hockey*. Earlier this summer, Library Associate Emily Whitman provided David with many scans of SSP hockey team photos from our yearbooks to include in his volume.
- Kimberly was also planning on filming David at Doug Woog Arena, the scene of all the action.
- The library has a copy on order.

### **Pandemic Programming Highlights**

- Overall, we're focusing more on kits that people can take home and work on and streamlining our digital offerings.
- **Adult Programs**
  - With our Take & Make Spooky Terrariums being such a hit, Rodriguez is working on another "hygge" kit for the holidays as well as modified kits for the high rises. Virtual book discussions are going well with steady participation. *Upcoming:* Cookbook Club featuring Barefoot Contessa recipes (11/2).
- **Children's Programs**
  - Virtual storytimes began on September 15 and will be continuing each week through the fall. Take and Make Youth kits featuring such projects as water beads, popsicle stick frames, catapults, journals, foam football decorations, foam and wood stick apple decorations, and colorable posters are organized on tables upstairs in the children's area for families to take home. For the first week (Oct. 1-7), 53 kits were taken.

*Upcoming kits:* crowns with adhesive jewels, coloring pages, more journals, fall placemats with a “quilt block” look, and more catapults!

Other/Correspondence

- Letter in book from Georgianna Rishel

Meeting adjourned at 8:12 p.m.

Next meeting – November 9, 2020

Respectfully submitted,  
Megan Fournier  
Secretary

# Programming Statistics

September 2020 and partial October 2020

Dates	# Programs	Program Name	Program Audience	Attendance
<b>SEPTEMBER</b>				
10-Sep	1	Evening Book Discussion	Adult Virtual	9
14-Sep	1	Take & Make Spooky Terrariums	Adult	26
15-Sep	1	Virtual Storytime	Children Virtual	7
22-Sep	1	Virtual Storytime	Children Virtual	4
29-Sep	1	Virtual Storytime	Children Virtual	6
		Tech Tutoring	Adult	
total	5			52
<b>OCTOBER</b>				
1-Oct	1	Take and Make Youth	Children	53
6-Oct	1	Virtual Storytime	Children Virtual	3
8-Oct	1	Take and Make Youth	Children	38
8-Oct	1	Evening Book Discussion	Adult Virtual	4