

Library Board Meeting Minutes January 11, 2021

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

Absent: (excused)

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

Consent Agenda

- Minutes – M/S/A
- Bills – M/S/A

Unfinished Business

Repair and Maintenance

- Yale Mechanical proposed to install two bi-polar ionization systems (one for the basement air handler and one for the rooftop unit) at the library for a cost of \$1,800.
- These units use ionization to clean/sanitize air circulating within the building. With the great demand for these units, they are on backorder, but will be installed when Yale has them back in stock.

Programming Study by Dakota County for New Library

- On November 10, 2020, the Dakota County Board of Commissioners held a Special General Government and Policy Meeting, and funding for a modified programming study regarding the South St. Paul Public Library was on the agenda.
- The submitted proposal is in preparation for a possible merger of the SSP library into the County library system.
- The proposal sought \$50,000 to study the site of 7th and Marie Avenues by the high school, with the City conducting a traffic study of the area as well as giving the land to the County if the site is deemed appropriate for further consideration. The study also sought the authorization of a joint powers agreement with the City to secure funds in the amount of \$15,000 for assessment of the library's current site. Regardless of location, the study will consider the size and features of a new or renovated facility and related construction costs, with \$6,000,000 as a construction guidepost.
- Many commissioners expressed interest in maintaining our current building for its historic significance with some talk of even joining with the Historical Society in having a joint endeavor. (The Historical Society was next up on the agenda where funds for their current renovation were discussed.)
- Having secured unanimous approval from the Commissioners, a design team will be drawn up of Dakota County and City staff, a traffic study will be conducted, and the programming study is expected to be completed by April/May of 2021 for the County Board's deliberation. Pursuant further County Board and City endorsement, the remaining schedule for the project consists of design and bidding by June of 2022 and the completion of a renovation/new building by mid-2023.
- The kick-off meeting occurred January 5. The contract was awarded to HCM Architects, who will be touring both our site and the potential site at 7th and Marie Avenues with their subcontractors on January 12. A zoning discussion for the 7th and Marie Avenue site will occur on January 15. A programming/design meeting which will also include DCL staff will take place at Pleasant Hill Library on January 21. Bi-weekly meetings of the core team will occur through the beginning of April when a final report will be issued.

Virtual Library Cards for SSP Students

- Tetrick updated us on her discussions with the school's Director of Technology, Paul Brashear, and Media Specialist Becca Spreigl. Tetrick recommended that at this time we focus on virtual cards for grades 6-8. She's planning on setting up a meeting next week with Brashear and Spreigl. A discussion with Renee Grassi of DCL and school reps would take place after that meeting.

New Business

Circulation Stats/Holds Processed

- November circulation: 6,186 (down 22.1%); December circulation: 4,115 (down 34.1% - providing curbside, no browsing).
- We processed 3859 holds in November and 3915 holds in December for a grand total of 39,532 holds for 2020.
- Honora Rodriguez has also started picking up and delivering holds to the high rises on a weekly basis.

Curbside Only Service Status

- On November 27, the library closed to the public while providing 30-minute computer appointments and copier appointments.
- Curbside pickup was rolled out amid lots of positive feedback from patrons since they are thrilled that library staff actually come out to their car.
- Patrons who are not waiting outside but call ahead can pick up their items from a small rack placed outside our front door.
- Staff anticipate staying in this status until after the potential Christmas/New Year surge of coronavirus infections.
- The library board strongly encouraged the library to remain closed to public browsing for an indefinite amount of time while watching viral conditions.

2020 Budget

- Board members were given an adjusted general ledger since City managers were asked to estimate where they could reduce line items during this COVID year. For instance, our Summer Discovery program was greatly altered and less expensive than in years past. Cuts amounted to \$11,175. Another \$12,000 in savings to the City included personnel costs due to voluntary furloughs during the spring/summer.
- As of this time, we are 87.58% spent out with a few outstanding expenses including DCL's quarterly maintenance bill and invoices for Minitex barcodes and replacement bulbs.

2021 Budget

- The finalized budget for 2021 is \$826,598, which is a .32% increase over our original 2020 budget (\$823,942), but a 3.22% increase over our revised 2020 budget (\$800,801).
- The biggest change is to our materials budget which dropped to \$73,000 to make up the increase in our cleaning service costs.

Library Board Applications

- Greaves Radloff and Rund are up for reappointment this year, if they so desire. Both agreed that they will be reapplying.
- Unlike other years, the City is not sending out letters but asking managers to tell those who are eligible to either apply online or send in a paper application.
- The board still has one vacancy which may be hard to fill during the pandemic.

Director's Review

- Halgren presented the board with a rundown of accomplishments for 2020 as well as goals for 2021.
- The board commended Kathy on her great work, especially during a challenging year.
- *Motion made and seconded to approve the director's review. Approved unanimously.*

2021 COLA Increase and COVID Vacation Days

- On Dec. 21, the City Council granted AFSCME City workers a 2.5% COLA raise as well as a one-time allotment of two working days of leave added to their vacation accrual bank in recognition of working

during the COVID-19 pandemic. Other unions with the City have followed suit. The library generally follows AFSCME protocols except where certain supervisory policies affect the librarians on staff.

- In addition to the AFSCME allotments, Halgren is asking the board to consider the difficulty of taking vacation in 2020 due to COVID-19 planning, staff situations, etc., while being an essential employee. At the end of 2020, she will have 95 hours over the maximum carryover of 400 hours allowed per year. Currently, those hours are forfeited. As an exception due to the extraordinary work situation this year, Halgren is asking to have these extra hours paid out as other managers do throughout the City.
- *Motion made and seconded to approve the COLA raise, two COVID vacation days, and to pay out unused vacation hours above and beyond 400 hours of vacation for Director Halgren, similar to other department heads at the city. Approved unanimously.*

Pandemic Programming Highlights

- Adult Programs – Our meditation virtual programs continue to be popular as well as the evening book discussions and Cookbook Club, which featured 100 Cookies in December. Patrons also are enjoying the take and make kits (Hygge Stars in December and Bird Feeding in January). Winter Bird Watching with Amy Simso Dean is occurring tonight virtually. Winter Reads Adult Reading Program began January 4 and is entirely virtual this year. *Upcoming:* Adult Book Club – *The Bohemian Flats* by Mary Relindes Ellis (1/14) and Cookbook Club – *Falastin: A Cookbook* (2/1)
- Children's Programs – Virtual storytimes on Facebook/YouTube continued through early December and will resume next week. Commers participated in a special virtual storytime class visit via Zoom with Alex Schluender's PreK class at Lincoln Center on 12/15; a virtual storytime class visit via Zoom happened today with Angie Haffley's PreK class at Kaposia. Take and make youth kits are still popular with families. *Upcoming:* Fairy Winter Wonderland Take and Make Kit Pickup the week of Jan. 19.

Other/Correspondence

- None.

Meeting adjourned at 8:31 p.m.

Next meeting – February 8, 2021

Respectfully submitted,
Megan Fournier
Secretary, Library Board

Programming Statistics

November and December 2020 and partial January 2021

Dates	# Programs	Program Name	Program Audience	Attendance
NOVEMBER				
2-Nov	1	Cookbook Club	Adult Virtual	6
2-Nov	1	4 in 4 - November 2020	Adult Virtual	27
3-Nov	1	Virtual Storytime	Children Virtual	3
5-Nov	1	Take and Make Youth	Children	27
10-Nov	1	Virtual Storytime	Children Virtual	2
10-Nov	1	Meditation for Inner Peace	Adult Virtual	13
12-Nov	1	Take and Make Youth	Children	31
12-Nov	1	Evening Book Discussion	Adult Virtual	11
17-Nov	1	Virtual Storytime	Children Virtual	6
19-Nov	1	Take and Make Youth	Children	28
24-Nov	1	Virtual Storytime	Children Virtual	6
		Tech Tutoring	Adult	0
total	11			160
DECEMBER				
1-Dec	1	Virtual Storytime	Children Virtual	3
7-Dec	1	Cookbook Club: 100 Cookies	Adult Virtual	13
7-Dec	1	Take & Make Hygge Stars	Adult	24
8-Dec	1	Virtual Storytime	Children Virtual	2
10-Dec	1	Evening Book Discussion	Adult Virtual	8
15-Dec	1	Alex Schluender's PreK Morning Meeting	Children Virtual	16

		Tech Tutoring	Adult	0
total	6			66
JANUARY				
5-Jan	1	Take and Make and Learn: Bird Feeders	Adult	42
5-Jan	1	Start the New Year with Meditation	Adult Virtual	10
11-Jan	1	Angie Haffely's PreK Morning Meeting	Children Virtual	9
11-Jan	1	Angie Haffely's PreK Evening Meeting	Children Virtual	6
11-Jan	1	Winter Bird Watching	Adult Virtual	30