

Library Board Meeting Minutes

April 12, 2021

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

Absent: Lehmann (excused)

Meeting called to order at 7:14 p.m.

Consent Agenda

- Minutes (approval moved by Rund, seconded by Romenesko, roll call vote, passed unanimously)
- Bills (approval moved by Rund, seconded by Tetrick, roll call vote, passed unanimously)

Unfinished Business

Virtual Library Cards for SSP Students

- On April 5, a Doodle Poll was initiated by Renee Grassi of Dakota County Library to determine when all parties can meet from the two libraries and the school district to discuss the virtual library card program. It will be challenging with 13 people involved! But, it's progress. Tetrick mentioned that the school representatives are excited about getting this program going.

New Business

Circulation Stats

- February's circulation was 2,725 items, down 58.3% over February 2020.
- For March, curbside pickup was the sole option until March 22, when the library opened for Express Services. March's circulation was 3,470 items, down only 19.9% from March 2020.

Express Services

- On March 22, the library re-opened to provide Express Services to patrons (30-minute computer appointments, holds pickup and checkout, and 15-minute browsing sessions).
- Curbside service is still available and some patrons prefer that, but the vast majority are happy to be able to enter the building again.

Cost Analysis from DC Programming Study

- At the March 12 meeting, the project team members were given the cost estimates for construction of approx. 16,000 GSF (gross square feet) based on the two options up at 7th and Marie and our current site. The costs were estimated in 2022 dollars with soft costs estimated at 25% of construction costs and included in the total project cost estimate.
- For the *City-owned 7th and Marie site*, the site and building construction cost was estimated at \$6.2 million with a total project cost estimate of \$8.266 million.
- For the *School District-owned 7th and Marie site*, the site and building construction cost was \$6.7 million with a total project estimate of \$8.931 million.
- For our *current library site*, the site and building construction cost was estimated at \$8.6 million with a total project cost estimate of \$11.463 million.

- At this point, the project team members are primarily interested in the City-owned property at Marie and 7th and our current library site.
- Because 16,000 square feet came in well above the recommended \$6 million by the County, Margaret Stone, Director of Dakota County Library (DCL), and Halgren were charged with reducing square footage in terms of programming options to show just what \$6 million will buy on these two sites.
 - This reduced the 7th and Marie site (Study 1B) to just 11,700 GSF, which is slightly smaller than our current building, and further reduced our current site to a mere 8,500 GSF.
 - This produced major reductions in collection areas and meeting room space as well as reductions in other areas.
- Because these two options are not desirable and will not meet the needs of residents, a complete gut and remodel of our current building was also programmed out (Study 2C) with a cost estimation of around \$4.5 million.
- At the April 6 meeting, it was determined that Margaret Stone would get figures from Farmington Library and Pleasant Hill in Hastings as two other comps besides Inver Glen's figures for comparison to the proposed programming for a new or renovated library.
- In addition, library staff conducted a survey of occupied parking spaces within 350 feet of the library, consisting of 16 tallies over 8 days from March 15 through April 2. It was determined overall that 28.42% of the spaces were utilized, but some areas, particularly Marie Ave. by the library and 3rd Ave. S. were more heavily utilized at 62.02% and 32.81%, respectively.
- The traffic study by WSB was completed, but primarily focused on building a library on School District property, so the architectural team will be supplying a drawing with specific questions related to the City-owned property by the high school to address a requested revision of WSB's draft.
- A net-zero energy option for the proposed library was estimated at an additional \$1.1 million. A geothermal well field could be utilized at the new site, but our current site could not support it.
- The report will be compiled this month with the presentation to the County Board scheduled for May 11. Jay Biedny, the Capital Projects Manager for DC, will also present to the City Council. The Library Board needs to be present for this discussion.

2021 Bonding Bill

- On April 6, Commissioner Gaylord testified briefly before the Capital Investment committee of the House regarding bill HF 2310 introduced by Rick Hansen on March 18, 2021. On March 25, Keith Franke was acknowledged as the chief author of the bill.
- The bill basically asks for an appropriation of \$500,000 to the City, the County, or both, for "pre-design and design of the existing city library building or a new facility to merge the city library with the county library system. This appropriation does not require a nonstate contribution."
- The companion Senate bill, SF 2311, was authored by Karin Housley and first introduced to the Senate on March 25, 2021.

2020 Annual Report

- This year's annual report is so different from any other year's because of COVID-19. As libraries closed, re-opened, and pivoted constantly to offer services to patrons in different ways, our annual tallies had to do the same. So, there are figures from before the pandemic and a variety of statistics including curbside, virtual programs, recorded programs, self-directed activities, etc., from when the library was closed or partially open.

- Nearly all figures were down from 2019, which was to be expected, except for our interlibrary loans sent to other libraries and digital resource use.
- In 2020, we sent 49,992 items out while receiving only 6,972 items from other libraries. That's a 29% increase over last year's 38,755 items to other libraries.
- Since people were unable to check out items at our library for much of the year, our patrons upped their use of digital resources by 16.95% with 23,651 uses vs. 2019's 20,224 uses.

Motion to accept and approve the annual report made by Rund, seconded by Romanesko, roll call vote, passed unanimously. President Radloff will sign the letter accepting the report, which will then be sent to the State/MDE.

Winter Reads Report

- The library's 21st annual adult reading program occurred January 4 through February 28 in coordination with DCL and MELSA. Due to COVID-19, the program was all online.
- A total of 22 participants registered, compared to 128 in-person registrations last year. Since the library was closed to browsing at this time, seed bookmark incentives from MELSA and 200 Winter Reads bookmarks designed by the DCL Winter Reads Committee were given in curbside pickup bags.
- Participants submitted 46 reviews in 2021 compared to 354 reviews in 2020 for a chance to win a \$10 Black Sheep Coffee Shop gift card as a weekly prize.

Elections in May

- Current officers are Radloff (President), Finander (Vice President), and Fournier (Recording Secretary). President and VP can serve three consecutive terms. Radloff has served three terms as of 2021; Finander has served two terms as of 2021.

Pandemic Programming Highlights

Adult Programs

- Spring Bird Watching with Amy Simso Dean was a popular virtual offering with 27 participants (3/22). Take and Make projects included Pine Cone Feeders and Cork Planters. Bird Watching 101 with Dean was also taken to the Nan McKay high rise for their enjoyment. *Upcoming:* The possibility of an outdoor book discussion of *The Short and Tragic Life of Robert Peace* by Jeff Hobbs (5/13).

Children's Programs

- Take and Make projects included Newspaper Bunnies, and virtual storytimes continue. Commers and other Youth Services librarians are busy planning what our summer reading/learning programs will look like this year. *Upcoming:* Take and Make Paper Plate Sewing Chicks

Book Sale

- Our outdoor book sale lasted through Tuesday, April 6, but \$280.50 was made last week with 7 curated book bundles purchased, although 23 bundles have been ordered. Plans are to continue an informal sale when the weather's favorable and to offer book bundles throughout the year.

Other/Correspondence

- City managers have been discussing possible outcomes for government buildings in light of a verdict in the Chauvin trial.

Motion to adjourn made by Fournier, seconded by Rund. Passed unanimously. Meeting adjourned at 8:39 p.m.

Next meeting – May 10, 2021

Respectfully submitted,
Megan Fournier
Secretary

Programming Statistics

March and partial April 2021

Dates	# Programs	Program Name	Program Audience	Attendance
MARCH				
1-Mar	1	Spice Samplers: Harissa	Adult	29
1-Mar	1	Take and Make for Kids: Fluffy Snowman Slime	Children	16
2-Mar	1	Virtual Storytime	Children Virtual	3
3-Mar	1	Kori McKibben's PreK Morning Meeting	Children Virtual	12
9-Mar	1	Virtual Storytime	Children Virtual	3
11-Mar	1	Evening Book Discussion	Adult Virtual	8
12-Mar	1	Take and Make for Kids: "Spring Cleaning"	Children	25
16-Mar	1	Virtual Storytime	Children Virtual	3
17-Mar	1	Kori McKibben's PreK Morning Meeting	Children Virtual	9
17-Mar	1	Mandy Hackerson's PreK Afternoon Meeting	Children Virtual	14
17-Mar	1	Take and Make and Learn: Bird Feeders		39
22-Mar	1	Spring Bird Watching	Adult Virtual	27
23-Mar	1	Virtual Storytime	Children Virtual	4
24-Mar	1	Bird Watching 101	Adult Outreach	6
29-Mar	1	Take and Make for Kids: Newspaper Bunny	Children	24
30-Mar	1	Virtual Storytime	Children Virtual	3
		Tech Tutoring	Adult	0
total	16			225

APRIL				
2-Apr	1	Tech Tutoring	Adult	1
6-Apr	1	Virtual Storytime	Children Virtual	4
7-Apr	1	Kori McKibben's PreK Morning Meeting	Children Virtual	10
7-Apr	1	Mandy Hackerson's PreK Afternoon Meeting	Children Virtual	12
8-Apr	1	Evening Book Discussion	Adult Virtual	8
12-Apr	1	Take and Make for Kids: Paper Plate Sewing Chick	Children	26