

# Library Board Meeting Minutes

## June 14, 2021

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

Absent: None.

Meeting called to order at 7:06 p.m.

### Consent Agenda

- Minutes - *moved by Rund, seconded by Tetrick, roll call vote, passed unanimously*
- Bills – *moved by Rund, seconded by Gold, roll call vote, passed unanimously*

### Unfinished Business

#### **Repair and Maintenance**

- Our exterior and interior windows were washed on May 11, and our lobby rug was replaced on May 17.
- MEI also replaced our elevator emergency light on May 17.
- The pads and battery in our AED were replaced on May 27 by South Metro personnel.
- After speaking with Jeff Schille, the father of Conrad Schille, the Eagle Scout who created the rocket ship in the children's area, the library was given his blessing to offer it up to another good home since what was supposed to be only at the library for two months ended up gracing our area for nearly 16 years! It had seen better days, so a FB post on June 4 drew many interested takers with the winner being Discovery Charter School of Inver Grove Heights.

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

- In May, Commers discussed with Becca Spreigl, SSP Schools Media Specialist, the possibility of creating a video or other type of presentation regarding virtual cards for school staff. Spreigl decided to include some general information about the upcoming program and getting a staff library card in the staff newsletter with the intention of resuming talks about a video/presentation after summer when staff will be fresh for the new school year.

### New Business

#### **Circulation Stats**

- We circulated 4,770 items in May, which is slightly down from April.
- Curbside requests have dropped considerably to just 17 delivery requests for the month as more people come into the library.

#### **Resignation of Amy Commers, Youth Services Librarian**

- After 11 years as our Youth Services Librarian, Amy has accepted a job offer at Farnsworth Public Library in Oconto, WI. Her last day is July 2, the end of the Summer Discovery program for youth.
- Amy has transformed our children's and YA departments with new materials, ideas, practices and procedures, not to mention the Play and Learn Station, while strengthening bonds with SSP schools, community organizations, professional organizations, etc.
- The library staff will dearly miss her, and our community will miss her expertise, energy and enthusiasm for youth services.
- Halgren read her resignation letter to the Board. A staff party is planned for June 16.

#### **Phased Re-opening Timeline**

- With the recent relaxing of COVID measures (social distancing, capacity requirements, etc.), the library is ready to move into Phase 4 which ends with full pre-pandemic service. The plan is to add more public computers while increasing time limits on them, moving furniture back upstairs and throughout the building, allowing people to stay in the library up to an hour with no limits as of July 1, allowing AWE computer use, processing fax and scan requests, and transferring the processing materials and delivery items back up to the front desk area in order to once again have a conference room.
- As of July 1, Express Services will end, meaning that time limits for patron visits are removed and computer visits are maxed at 5 hours; papers will be back in the magazine area for browsing/circulation; very limited indoor programs may occur at this point; and the conference room will be available to the public.

- Plexiglas throughout the library will remain and hand sanitizer will still be provided for the public.
- Dependent on COVID cases and guidelines, in Fall 2021, the library intends to go back to Saturday service and regular pre-pandemic service hours, story times could be onsite instead of outdoors, toys may return to the children's area, and staff may be fully onsite with very limited work from home. The aim is to have regular in-person programming onsite for Winter 2022.

*Motion to approve the phased reopening timeline. Moved by Rund, seconded by Fournier, and roll call vote. Passed unanimously.*

### **June 8, 2021 Dakota County General Govt. and Policy Meeting regarding a Potential New Library in SSP and Design Authorization**

- At the May 17 City Council meeting, the Council adopted Resolution 2021-75 reaffirming the City's interest in merging with DCL and supporting the Dakota County programming study's findings.
- On June 8, Jay Biedny, Dakota County's Capital Projects Manager, introduced the recommendations of the DC programming study regarding a DC library in SSP to the County Board. These recommendations were to 1) consider a building large enough to accommodate the full base program of 16,146 GSF, 2) place the building on the City-owned site at 7<sup>th</sup> and Marie Avenues, and 3) anticipate a total project cost of \$8.3 million with an estimated \$6.3 million in construction costs. The Board was presented with resolutions from the City Council and the Library Board stating the intention of merging with the County at a mutually specified date, offering the site of 7<sup>th</sup> and Marie for construction purposes, and requesting the full base program to meet County standards for a library building. The resolutions also expressed the desire that the Library Board and other members of the South St. Paul community be involved in the design process.
- The request for action consisted of acknowledging the conditions of the City's proposals, directing staff to begin negotiating terms and agreements to accomplish this proposal, and finally directing staff to proceed with designer selection for the potential building, returning to the Board for contract approval in August. The County Board voted 6-1 in favor of these requests, and we've now finally seen some forward movement in this long process regarding the library's future! But there will be many discussions and steps to follow.
- The County will be seeking bonding money in the hopes of partially financing this new library.
- Besides Halgren, Joel Hanson (City Administrator), Mayor Francis and Council members Dewey, Hansen, and Seaberg attended the meeting to show support for the project.

### **Elections**

Elections were tabled in May due to the lateness of the hour.

- Candidates nominated for President: Romenesko
- Candidates nominated for Vice President: Radloff
- Candidates nominated for Recording Secretary: Fournier

*Motion to accept the nominated candidates. Moved by Gold, seconded by Rund. Motion passed unanimously.*

### **P.E.O., Chapter H, Donations**

- Once again, P.E.O., Chapter H, graciously memorialized members by purchasing books for the library's collection. *Florida's Living Beaches: A Guide for the Curious Beachcomber* by Blair and Dawn Witherington was given in memory of Elaine Metcalf. To honor Marge Shreffler, the chapter donated *Flower Color Guide* by Darroch and Michael Putnam. Memorial plates were inserted in each volume.

### **Summer Discovery**

- Area libraries are still modifying programming due to the pandemic, but we are encouraging patrons to visit the library to participate in our youth Summer Discovery reading and learning program. As was the case last year, there will be no performers and programming onsite, but children and teens can drop in at the library between June 14 and July 2 to pick up a reading/activity log and prize book at their reading level.
- If patrons prefer no contact, staff will deliver these items to their car, or they can complete the program online with Readsquared.
- During the summer, fun Take and Make kits will be available and there will be three outdoor in-person events, including an outdoor storytime, a story stroll and a book character scavenger hunt at Lorraine Park.

### **Pandemic Programming Highlights**

#### **Adult Programs**

- Halgren produced an April 4 in 4 book review segment; Boba (bubble tea) Take and Make kits were very popular with 60 people picking them up the week of May 10; 11 readers enjoyed the first outdoor Adult Book Discussion at Kaposia Landing (5/13).

- *Upcoming:* Adult Book Discussion of *There, There* by Tommy Orange at Kaposia Landing (6/17 – postponed because of heat on 6/10)

### **Children's Programs**

- A total of 44 TPT *Be My Neighbor Day!* activity books focusing on kindness and neighborliness were distributed (4/22); PreK virtual storytimes/meetings were going strong during the school year; Rodriguez read *Fast Enough* by Joel Christian to promote our Librarian on Wheels program during the Read Across South St. Paul video (5/14).
- *Upcoming:* Summer Discovery starts today! Take and Make Gnome Finger Puppets (week of 6/14); Take and Make Quilled Paper Tube Flowers (week of 6/21); Outdoor Storytime at Central Square Amphitheater (6/23); Take and Make Watercolor Yarn Process Art (7/6); and Book Character Scavenger Hunt at Lorraine Park (7/12 or 7/19).

### **Book Sale**

- We have moved our book sale upstairs into the magazine area for ongoing and easier access, but our outdoor book sale was very successful, garnering \$1046.96.

### **Other/Correspondence**

- Halgren read emails from Bob Kennedy and Mark Overholser.

*Motion to adjourn made by Rund, and seconded by Romenesko. Roll call vote, passed unanimously. Meeting adjourned at 8:25 p.m.*

Next meeting – July 12, 2021

Respectfully submitted,  
Megan Fournier, Secretary

# Programming Statistics

May and partial June 2021

<b>Dates</b>	<b># Programs</b>	<b>Program Name</b>	<b>Program Audience</b>	<b>Attendance</b>
<b>MAY</b>				
<b>5-May</b>	<b>1</b>	<b>Kori McKibben's PreK Morning Meeting</b>	<b>Children Virtual</b>	<b>8</b>
<b>5-May</b>	<b>1</b>	<b>Mandy Hackerson's PreK Afternoon Meeting</b>	<b>Children Virtual</b>	<b>11</b>
<b>10-May</b>	<b>1</b>	<b>Boba Take &amp; Make</b>	<b>Adult</b>	<b>60</b>
<b>13-May</b>	<b>1</b>	<b>Evening Book Discussion</b>	<b>Adult</b>	<b>11</b>
<b>19-May</b>	<b>1</b>	<b>Kori McKibben's PreK Morning Meeting</b>	<b>Children Virtual</b>	<b>10</b>
<b>25-May</b>	<b>1</b>	<b>Tech Tutoring</b>	<b>Adult</b>	<b>1</b>
<b>26-May</b>	<b>1</b>	<b>Tech Tutoring</b>	<b>Adult</b>	<b>1</b>
<b>total</b>	<b>7</b>			<b>102</b>
<b>JUNE</b>				
<b>10-Jun</b>	<b>1</b>	<b>Adult Book Discussion</b>	<b>Adult</b>	<b>(postponed due to heat)</b>