

Library Board Meeting Minutes January 13, 2020

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

Absent: Gold (excused), Trisko (excused)

Meeting called to order at 7:03 p.m.

Consent Agenda

- Minutes – M/S/A
- Bills – M/S/A

Unfinished Business

Repair and Maintenance

- Halgren received a new computer at the end of last year (12/20), and the processing power has increased her productivity dramatically.
- Staff also made a big change to the downstairs area of the library right before 2020. The entire nonfiction collection is now upstairs except for a small reference collection by Honora Rodriguez's desk. This allowed staff to remove shelving to open up space for programming and a modified teen area. There are now four tables centrally located downstairs with teen materials close by on shelving units.
- The book sale has been moved to the back portion of the basement with back issues of periodicals moved to the front where adult fiction sale items used to be.

Community Engagement

- Halgren staffed a table at Woog Arena the night of a Varsity hockey game (12/12), but there wasn't much interaction due to the fact that a metro-wide girls hockey tournament was also taking place, so many people in the lobby were not from South St. Paul.
- The Town Hall meeting with Joel Hanson (City Administrator), Margaret Stone (DCL Director) and Halgren went well, and council chambers were filled to overflowing with people out in the lobby watching proceedings via screen. Estimate of attendance is around 75-80 people. After the three presentations, Charlie Thompson, moderator, read questions submitted by the audience. The event lasted approximately 1 hour and 15 minutes, and the video was posted on our web page "Future of SSP Library."
- Halgren has worked with city staff and AE2S, along with input from the Library Board and the City Council, to produce the January library survey which will be mailed to all households in early January. It will also be offered online in English and Spanish, and paper copies in English and Spanish are at the library's front desk. The library and City Hall will be drop sites for respondents, or residents can mail them to City Hall. As of tonight, residents have not received their surveys in the mail, so there is some concern that the respondent rate might be low with less than two weeks to respond.

Future of SSP Library Discussion

- Discussion over new chair (Slavik) and vice chair (Holberg) of Dakota County Commissioners and how this might affect any proposal from the City regarding the library.
- Comments about the great Town Hall meeting questions from the audience. Halgren will see if the cards were kept by City staff.

New Business

Circulation Stats

- Down 3.2% for December, but overall up 1.95% for the year (91,802 in 2018 to 93,589 in 2019 for basic physical checkouts).

2019 Budget

- Our operational/materials budget is nearly spent out at 97.2%. There are also charges, such as legal fees at \$2,260.29, personnel costs, etc., that are not shown on our books, but will affect our bottom line in the end.

2020 Budget

- Halgren discussed the finalized budget of \$823,942 passed in December by the council.

Library Board Applications

- Reappointment letters should have gone out to Gold, Niederkorn and Trisko since their terms are up on February 29, 2020. No word yet on when the Meet and Greet will be. Trisko will not be applying for her seat; Niederkorn is undecided at this point; Halgren will reach out to Gold.

Director's Review

- Halgren presented a list of 22 accomplishments/achievements for the past year with seven future goals for 2020.
- *Motion to approve and seconded to accept and approve Kathy's list of accomplishments for 2019. Approved unanimously.*

2020 Census

- This year's census is of major importance to municipalities because it impacts federal funding, the redistricting of legislative districts, the allocation of seats in the House of Representatives, eligibility for housing assistance and rehab loans, services to those with limited English skills, and rental practices.
- This year it will be primarily online, so libraries are stepping up to help people access it and fill it out. SSP Public Library will be a registered Questionnaire Assistance Center through State Library Services and the Minnesota State Demographic Center. Library staff will view a short training video that examines each question on the census and provides referral information for people needing more help. The library will also provide a link on our website or in some way highlight the census digitally.
- The actual day of the census is April 1, and households will receive an invitation to respond to the survey digitally in March. Those that don't fill out the census online will get paper surveys in April. If residents still haven't responded by May, representatives of the Census Bureau will visit homes. A Complete Count Committee has also formed in South St. Paul to promote participation in the census.

Upcoming Programming Highlights

- Adult Programs
 - Winter Reads, the adult reading program, started Jan. 6 and runs through Feb. 29. As of this evening, we have 60 people signed up. February book club title: *Out Stealing Horses* by Per Petterson (2/12).
- Children's Programs
 - Storytimes will begin again this week after the holidays. Catch a Chapter (1/15); Winter Fun (1/17); Pizza and Preschoolers Open House (1/23); Decorate a Journal (2/1); Pajama Storytime for 2s-6s (2/6).
- Popular Programs
 - Book + Craft: Bear Says Thanks (11/27); Smartphone Basics with Twin Cities Media Alliance (12/2); Dance Together w/Young Dance (12/5); Stories at Lawshe (12/17); Winter Luminaries for Homeschoolers (12/18); Parachute Play (1/8).

Other/Correspondence

- Letters from Patricia R. Riley.

Meeting adjourned at 8:28 p.m.

Next meeting – February 10, 2020

Respectfully submitted,
Megan Fournier, Secretary
South St. Paul Library Board

Programming Statistics

December 2019 and partial January 2020

Dates	# Programs	Program Name	Program Audience	Attendance
DECEMBER				
12-2	1	Folded Book Trees	Children	6
12-2	1	Smartphone Basics	Adult	6
12-2	1	Rock, Rattle, and Rhyme	Children	0
12-3	1	Storytime for 2s-6s	Children	14
12-4	1	Healthy Cooking for Everyone	Adult	1
12-5	1	Dance Together w/Young Dance	Children	20
12-8	1	DIY Plates	Children	7
12-9	1	Rock, Rattle, and Rhyme	Children	0
12-10	1	Storytime for 2s-6s	Children	16
12-11	6	SSPPS Community Preschool-KEC	Children Outreach	88
12-12	1	Evening Book Discussion	Adult	9
12-13	2	Maple Tree Day School	Children Outreach	45
12-16	1	Rock, Rattle, and Rhyme	Children	6
12-17	1	Stories at Lawshe	Children Outreach	22
12-18	5	SSPPS Community Preschool-LC	Children Outreach	71
12-18	1	Winter Luminaries (Homeschool)	Children	13
		Tech Tutoring	Adult	1
total	26			325
JANUARY				
8-Jan	0	Healthy Cooking for Everyone	Adult	0
8-Jan	1	Parachute Play	Children	16

9-Jan	1	Evening Book Discussion	Adult	8
10-Jan	2	Maple Tree Day School	Children Outreach	37
11-Jan	0	Team Jigsaw Puzzle Challenge	Teen	0
13-Jan	1	Rock, Rattle, and Rhyme Storytime	Children	2