

Library Board Meeting Minutes February 10, 2020

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

Absent: Trisko (excused)

Meeting called to order 7:03 p.m.

Worksession to follow at 8 p.m. at City Hall.

Consent Agenda

- Minutes – M/S/A
- Bills – M/S/A

Unfinished Business

Repair and Maintenance

- On January 16, our self-check was updated with a new Windows 10 PC since Microsoft will no longer be supporting Windows 7.
- On January 28, Mike Turbes of DCL installed a new AWE computer for children upstairs, replacing our older version. This station has updated STREAM (science, tech, reading, engineering, arts, math) programs as well as a new interface. It is also provides instruction in English and Spanish.
- On January 29, the heat exchanger of our rooftop HVAC was replaced by Schadegg since a small hole was discovered during our quarterly maintenance check. All costs for this replacement/repair were covered by our contract with Schadegg.

Scanning

- Staff have done more research on the potential for offering patron scanning with our multifunction copier.
- The server has been altered so that staff will be able to scan directly to a patron's e-mail.
- If a patron wants to scan to a thumb drive, they will be available for purchase at a cost of \$1.75. Otherwise, scans will be free.
- Because this will be one more task for front-desk staff, the limit for number of pages scanned will be 20. This may change if scanning color since it will take longer; we'll see if we get many requests for color scanning. Initially, there will be a limit of 10 photos scanned, too.
- The library plans on offering this service by the beginning of March as a pilot program to see if we'll need to adjust page or photo limitations, cost, etc., due to demand.
- *Motion made and seconded to start the pilot program in the beginning of March, with the fees as described above. Approved unanimously.*
- Halgren will report back on the pilot project in approximately three months from start date.

New Business

Circulation Stats

- Down 6.4% for January

Town Hall Meeting Questions

- Halgren passed out a list of questions compiled from the cards written by the audience at the Town Hall meeting in December. Discussion focused around the fact that there were many questions posed that do not have solid answers at this point.

Library Survey Results

- The first library surveys reached residents' mailboxes on January 14. Because of the mid-month drop date, we adjusted the close date from January 24 to January 31.
- Paper surveys dropped off at City Hall and the Library (281) were inputted into the online survey by Halgren.
- AE2S then analyzed the results of the online and paper surveys, which totaled 753 surveys.
- Two paper surveys came in to the library after analysis had already been initiated, so they were not part of the dataset.
- Emily Whitman created a spreadsheet of all the general comments on the paper surveys as well as those responses that could not be entered into the online version of the survey due to the respondents' answers (Yes, No, Unsure) to specific questions (if/then questions).
- In terms of specific questions, the results are as follows:
 - Does the current facility need substantial upgrades? 60.62% of respondents agree, 16.86% of respondents disagree, and 22.52% of respondents are unsure.
 - Based on financial savings to the city and potential absorption of renovation/rebuild costs by Dakota County, should Dakota County provide library services or should we remain City-owned and -operated? 49.01% opted for joining the County, 35.41% wanted to stay with the City, and 15.58% were unsure. On paper surveys, many residents wrote in that they would opt for the County conditionally (location stayed the same, renovation rather than rebuild, etc.)
 - If people supported the City maintaining the library, 55.12% wanted to substantially upgrade the facility, 3.94% wanted a new library at a new site, 38.19% wanted the library to stay essentially as it is, 2.36% were unsure, and .39% did not support City operation of the library.
 - In terms of a referendum, 43.70% would vote "yes," 30.68% would vote "no," and 25.62% were undecided and voted "maybe."

The board's overall impression of the results was that they wanted more time to read and digest all the information included in the report and to meet in two weeks to further discuss the results.

Upcoming Programming Highlights

- Adult Programs
 - Recycling Expo at John Carroll Building (2/12); Bob Ross Paint-along (3/9); Low-Waste Living (3/16)
- Children's Programs
 - Yarn Wrapped Words (2/14); Clay Cupcake (3/11); Summer Job Application Workshop for Teens (3/12)
- Popular Programs – Winter Fun (1/17); SSPPS Community Preschool Pizza Party (1/23); Winter Reads has 91 signups as of 2/10/20.

Other/Correspondence

- On Jan. 28, Town Square TV taped Halgren and other city employees for a show about the upcoming census
- Halgren read Trisko's note to board members.

Meeting Adjourned 8:10 p.m.

Next meeting – Special Meeting February 24, 2020

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

Programming Statistics

January 2020 and partial February 2020

Dates	# Programs	Program Name	Program Audience	Attendance
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
14-Jan	1	Storytime for 2s-6s	Children	16
15-Jan	1	Catch a Chapter (Homeschool)	Children	2
17-Jan	1	Winter Fun	Children	21
21-Jan	1	Stories at Lawshe	Children Outreach	12
22-Jan	6	SSPPS Community Preschool-KEC	Children Outreach	72
23-Jan	1	SSPPS Community Preschool Parent Picnic	Children	75
27-Jan	1	Rock, Rattle, and Rhyme Storytime	Children	6
28-Jan	1	Storytime for 2s-6s	Children	10
29-Jan	5	SSPPS Community Preschool-LC	Children Outreach	64
		Tech Tutoring	Adult	3
total	23			344
FEBRUARY				
1-Feb	1	Decorate a Journal	Teen	0
3-Feb	1	Rock, Rattle, and Rhyme Storytime	Children	5
4-Feb	1	Storytime for 2s-6s	Children	28

5-Feb	1	Healthy Cooking for Everyone	Adult	3
6-Feb	1	Pajama Storytime for 2s-6s	Children	14
10-Feb	1	Rock, Rattle, and Rhyme Storytime	Children	6