

Library Board Meeting Minutes  
April 8, 2019

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

Absent: Trisko (excused)

Meeting called to order at 7:01 p.m.

### **Consent Agenda**

Minutes – M/S/A

Bills – M/S/A

### **Unfinished Business**

#### **Repair and Maintenance**

- Our fire/security system was inspected by Electric Fire & Security on March 27 with everything functioning properly.
- The faucet in the girls' bathroom upstairs was fixed on March 28; the boys' faucet will be fixed in the near future.

#### **Update on Memorandum of Understanding with Dakota County Library (DCL) and Next Steps**

- On February 19, 2019, the City Council approved a Memorandum of Understanding (MOU) with Dakota County regarding a study to determine the feasibility of merging with the Dakota County Library System.
- On March 12, 2019, Dakota County *did not approve* the Memorandum of Understanding, but did agree to the collection of data regarding the guiding principles in the MOU. Items in the MOU concerned staffing; service levels; the possible transfer of the collection, equipment, etc.; the short-term and long-term options for the library on its current site or elsewhere; community engagement; and a timeline with a preliminary decision on potential library coordination or joiner by September 30 when the maximum levy is set by the City.
- The County provided these reasons for not approving the MOU:
  - *The Dakota County Board of Commissioners recognizes the important step that the City of South St. Paul took in requesting a study of the City Library with the County Library. However, the Board chose not to formalize the MOU study agreement with South St. Paul until they have a better understanding about the future of the current South St. Paul library facility, which wasn't addressed in the document.*
  - *The timeline for decision making in the MOU wasn't sufficient given the complexity of the issues related to the long-term future of the facility*
  - *The County staff will continue to work cooperatively with the City to develop information that will assist the City in their decision making.*
  - *Having a clearer sense of the City's direction and expectations about their current library facility is necessary before the County formalizes any agreements with the City to study the future of the library systems.*
- Halgren, Joel Hanson, and Shelly Anderson met with county administrative employees on March 18 to "debrief" after the County's decision regarding the MOU and to concur that

information needed to be gathered before conducting any community engagements. The timeline has been lifted, and the need for a MOU will be revisited at a later date.

- At the March 25 work session where the library was informally discussed, the Library Board was mentioned as key to any decision making by the Council. The Library Board decided to form a sub-committee to discuss issues related to the future of the library which can then be brought to the City Council at an upcoming work session. The initial meeting will be held April 25 at 6:30 pm in the library meeting room.

## **New Business**

### **Circulation Stats**

- Down 11.03% for March.

### **Amnesty Week**

- As mentioned in January when we voted to participate in Amnesty Week, fine forgiveness started April 6 and will continue through April 13.
- Patrons need to either log in to their account, check an item in or out, log on to a computer or in to a digital account, and, if they have fines accrued, they will be given a one-time waiver. Lost or damaged items are excluded from this waiver, but library staff have leeway to work with patrons to either have items returned or waive items that were lost many years ago. Dakota County Library will be sending reports with the daily amount waived. This is being done during National Library Week to welcome back patrons to use all our resources. E-mails were sent out to blocked accounts to notify them of this event; other advertisement included Facebook posts, website links, and flyers in the library.

### **Offer of Employment to Mainhia Moua**

- After selecting four candidates to interview for our vacant 14-hour Asst. Information Specialist position, we offered the job to Mainhia Moua following the usual background check.
- She has over eight years of customer service experience, is bilingual in Hmong and English, and assisted patrons at the Debra S. Fish Library when she worked at Think Small in St. Paul. She also is a Professional Writing Tutor at Metro State with a passion for literacy.
- She will start on April 15.

### **Future of SSP Library Page**

- Halgren and Rodriguez updated the library's Redesign page to a "Future of SSP Library" page with information regarding the MOU, the addition of the actual PDF of the study by LSE Architects, and links to recent newspaper articles.
- A news flash on the home page of the library website directs patrons to the "Future" page.

### **2018 A Book for Every Child**

- Once again, the South St. Paul Public Library, Deb Griffith (Community Affairs Liaison) and the South St. Paul Youth Task Force, South St. Paul Kids' Choice, and Neighbors, Inc. partnered to provide a new age-appropriate book to each child (ages 0-17) within the Holiday Gift Program at Neighbors, Inc., in December 2018.
- Approximately 300 books were purchased through the Scholastic Literacy Partnerships catalog at a reduced rate. A Community Campaign was conducted to raise funds to purchase the books in addition to a special Sip & Spell Community Adult Spelling Bee where teams contributed \$25 to participate in this new event at Croatian Hall. We raised \$1560. Children from Kids' Choice helped wrap all the books. A SSP Public Library bookmark and a flyer listing donors' names were inserted in the books. They were then given to Neighbors, Inc., to hand out to children.

### **Power Up! Conference Report**

- On March 28 and 29, Amy Commers, Youth Services Librarian, attended her second Power Up Leadership Conference at UW-Madison. She received a scholarship for half off the registration fee. Session topics included self-reflective storytimes, collaboration with community partners, workplace ethics, empathetic customer service, organizational culture supporting youth services, responses to tough/traumatic community events, and diversity.

### **National Honor Society Book Drive**

- Two students from Simley High School dropped off 224 books for the library that they collected during a National Honor Society book drive in March. Quite a haul, and many of the books are in great condition for either adding to our collection or stocking our book sale next week! Halgren sent a letter thanking the student who initiated contact with the library.

### **Upcoming Programming Highlights**

- Adult Programs – Write Your Life with The Loft Literary Center (4/15); Online Travel Tips (4/22)
- Children’s Programs – Homeschool Poetry Tea (4/11); ANGST Resource Fair at SSP High School (4/15); Peeps Catapults (4/25); DIY Garden in a CD Case (5/2)
- Popular Programs – We had good turnouts for Spring Make and Take (3/14), How to Write a Will (3/18), STEM Bunnies (3/23), Native American Beadwork (3/25)
- Book Sale - \$1-a-bag book sale from April 8-13

### **Other/Correspondence**

- Pig Award

Meeting Adjourned at 8:35 p.m.

Next meeting – May 13, 2019

Respectfully submitted,  
Megan Fournier  
Secretary

# Programming Statistics

March and partial April 2019

MARCH			
1-Mar	1	Homeschool Ozobots	Children 3
6-Mar	1	Healthy Cooking	Adult 6
11-Mar	7	Pathways to Play	Children Outreach 79
11-Mar	1	Rock, Rattle, and Rhyme ST	Children 17
12-Mar	1	Storytime for 2s-6s	Children 12
13-Mar	1	Woven Cup Creations w/Abrakadoodle	Children 9
13-Mar	1	Afternoon Book Discussion	Adult 1
14-Mar	1	Spring Make and Take	Children 22
14-Mar	1	Evening Book Discussion	Adult 6
15-Mar	2	Maple Tree Day School	Children Outreach 26
18-Mar	1	How to Write a Will	Adult 13
18-Mar	1	Rock, Rattle, and Rhyme ST	Children 13
19-Mar	1	Stories at Lawshe: Women's History Month	Children Outreach 10
20-Mar	6	SSPPS Community Preschool-KEC	Children Outreach 83
21-Mar	1	International Day of Forests Celebration	Children 6
23-Mar	1	Playful Parenting: Not Fighting	Children 2
23-Mar	1	STEM Bunnies	Children 35
25-Mar	1	Rock, Rattle, and Rhyme ST	Children 11
25-Mar	1	Native American Beadwork	Adult 13
26-Mar	1	Storytime for 2s-6s	Children 18
27-Mar	5	SSPPS Community Preschool-LC	Children Outreach 68
		Tech Tutoring	Adult 3
total	37		456
APRIL			
1-Apr	1	Rock, Rattle, and Rhyme ST	Children 5
2-Apr	1	Storytime for 2s-6s	Children 23
3-Apr	1	Healthy Cooking	Adult 7
4-Apr	1	ECFE Activities Fair	Children Outreach 101
5-Apr	1	Bubble Play	Children 13
8-Apr	7	Pathways to Play	Children Outreach 93
8-Apr	1	Rock, Rattle, and Rhyme ST	Children 9