

Library Board Meeting Minutes April 10, 2023

Members present: Finander, Hart, Romenesko, Rund, Tetrick, Thompson, Rodriguez (staff) and Halgren (staff)

Absent: Brown (excused), Gold (excused), Styles Spooner (excused)

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

INTRODUCTION OF NEW BOARD MEMBERS: Kelly Tetrick, a previous board member for 15 years, was happy to be reappointed to the board. She's been retired from her position at South St. Paul Public Schools for one year, but enjoys contract work and living the good life!

CONSENT AGENDA

- Minutes
- Bills

Approval of the consent agenda items moved by Rund, seconded by Thompson, roll call vote, passed unanimously.

UNFINISHED BUSINESS

Repair and Maintenance

- Electric Fire & Security staff inspected our alarm and fire system on March 20; everything checked out okay for our final year.
- Minnesota Elevator, Inc. finished all items on the state compliance list for our elevator on April 5.

NEW BUSINESS

Circulation Stats

- The library circulated 6,725 items in March, which is 9.8% higher than March 2022!

Latest New Library Discussions

- Danner, Inc. submitted the lowest bid at \$1,474,970.15 for the 2nd Street and 7th Avenue Improvement project with the City Council awarding the contract to Danner on March 20. A minor revision to the contract was approved by the Council on April 3.
- The Insight 7 segment regarding the new library was posted to Facebook by Town Square TV on April 3, and the library shared it on its Facebook page.
- DCL staff started inventory of all library collections on April 3, finishing up a week early on April 7. Great for cleaning up collections and finding missing items.
- Staff met with Andy Benish and Shannon Welle (DC ER), Shelly Anderson (SSP HR), and Margaret Stone (DCL Director) on March 29 to discuss employee impacts from the merger with DCL. Issues discussed included being seen as "new hires" instead of transfers, life insurance, sick time, transference or payout of vacation, flex tiers and seniority, SSP duties once DCL employees, lunch breaks, shelvers working when the library is closed, reinstatement rights for Christian (our new hire from DCL), modeling IG hours meaning a reduction in staff, timeline for one-on-one meetings and offers of employment.

- Library Board members expressed dismay at the “new hire” status of employees as well as the potential movement of staff to other branches, stating that this was not what the board agreed to in original discussions.

2022 Annual Report

- In March 2020, the library was seeing a surge in visitors and use of materials, and then COVID hit. With the 2022 annual report, it’s gratifying to see numbers rising again as people are feeling more comfortable visiting the library and participating in events.
- The library’s gate count rose by around 12,000 visitors, and circulation (including electronic collection use) rose to 105,537 items over 86,512 in 2021.
- While reference transactions and wireless use fell, public computer use rose by about 500 sessions to 2,692.
- The library offered 144 programs with 4,005 people enjoying in-person, virtual, recorded and self-directed activities.
- With Saturdays added back to the library’s schedule in September, our public service hours rose to 2,505 compared to 2021’s 2,152 hours.
- Outreach efforts included partnering with new organizations such as establishing a CareerForce Corner and working with the SSP Arts Council and Frazier Wellness Services.
- People booked our meeting room 252 times compared to 2021’s 74 bookings
- With the upcoming move to a new facility with different features from our current building, staff have been weeding quite a bit. Consequently, our collections log in at 51,156 items compared to 62,921 items at the end of 2021, and items lent to other libraries fell by approximately 8,400 items at 44,791 compared to 2021’s 53,256 items.
- All in all, it was a great year for the library and the community!

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

Winter Reads Report

- Honora Rodriguez presented the details of another successful Winter Reads program from January 3 through February 28. SSP came in third in terms of participation when adding in DCL branches.
- There was much higher participation compared to last year with 110 online reviews and 161 paper reviews, and the weekly prize was a special 100th Anniversary tote bag.

Recent Donations

- The library has recently received two donations.
- The SSP Lioness Lions Club donated \$100, and five large-print titles were purchased.
- P.E.O., Chapter H, purchased the book *The Gallaudet Children’s Dictionary of American Sign Language* in memory of Carol Lee Johnson.
- Plaques have been inserted in all volumes and acknowledgement letters sent out.

Elections in May

- Halgren sent out position descriptions for board officers to answer any questions about duties and responsibilities and stated that members didn’t have to worry about bylaw violations with current officers.

Programming Highlights

Adult Programs

- Fluid Painting with alcohol inks by Parcel Arts (3/20) attracted 14 crafters.

- *Upcoming:* Book Club will discuss *If You Lived Here You'd Be Home By Now* by Christopher Ingraham (4/13); Organic Wire Sculptures (5/15).

Children's Programs

- Storytimes and Toddlers Takeovers are still going strong, with good participation at the three Cooking with Kids sessions during March. Twenty participants signed up for Seed Art by COMPAS (4/10).
- *Upcoming:* Wheels Make Music: Sing, Play and Learn with MacPhail (5/16).

Other/Correspondence

- Halgren read an email from H. Hammond regarding the passing of board member Tom Brown (flowers sent to funeral in Ashland, WI) and thank-you cards from the Lois Glewwe family for flowers and the SSP Mayor for the Day, Parker Giguere, for his mini tour.

Motion to adjourn the April Library Board meeting made by Finander, seconded by Rund, roll call vote, passed unanimously.

Meeting Adjourned at 8:16 p.m.

Next meeting – May 8, 2022

Respectfully submitted,
Kathy Halgren
Library Director

Programming Statistics

March through partial April 2023

Program name	Program Start Date	Format	Target age	Attendance: in-person programs	Attendance: live virtual programs	Views at 30 days: recorded programs	Participants: self-directed activities
Storytime for Babies	03/01/23	In-person onsite program	ages 0-5	11			
Toddlers Takeover	03/03/23	In-person onsite program	ages 0-5	16			
Cooking with Kids	03/06/23	In-person onsite program	all ages	10			
Storytime for 2s-6s	03/07/23	In-person onsite program	ages 0-5	21			

Adult Book Club	03/09/23	In-person onsite program	Adult (ages 19+)	4			
Book Club Virtual Attendance	03/09/23	Live virtual program	Adult (ages 19+)		5		
Cooking with Kids	03/13/23	In-person onsite program	ages 6-11	9			
Storytime for 2s-6s	03/14/23	In-person onsite program	ages 0-5	9			
Storytime for Babies	03/15/23	In-person onsite program	ages 0-5	11			
Toddlers Takeover	03/17/23	In-person onsite program	ages 0-5	14			
Cooking with Kids	03/20/23	In-person onsite program	ages 6-11	7			
Fluid Painting	03/20/23	In-person onsite program	Adult (ages 19+)	14			
Storytime for 2s-6s	03/21/23	In-person onsite program	ages 0-5	8			
Storytime for Babies	03/22/23	In-person onsite program	ages 0-5	11			
Storytime for 2s-6s	03/28/23	In-person onsite program	ages 0-5	23			
Storytime for Babies	03/29/23	In-person onsite program	ages 0-5	10			

Acrylic Painting	03/29/23	In-person onsite program	ages 6-11	3			
Scavenger Hunt	04/03/23	Self-directed activity	ages 0-5				48
Poetry: Your Voice is a Kaleidoscope	04/03/23	In-person onsite program	Adult (ages 19+)	1			
Storytime for 2s-6s	04/04/23	In-person onsite program	ages 0-5	17			
Storytime for Babies	04/05/23	In-person onsite program	ages 0-5	7			
Toddlers Takeover	04/07/23	In-person onsite program	ages 0-5	19			
Seed Art	04/10/23	In-person onsite program	ages 6-11	13			