

## **Library Board Meeting Minutes April 11, 2022**

Members present: Draper, Finander, Gold, Hart, Romenesko, Rund, Styles Spooner, Thompson and Halgren (staff)

Absent: Greaves Radloff (excused)

Meeting called to order: 7:09 p.m.

**INTRODUCTION OF NEW BOARD MEMBERS:** Jordan Draper, our third new board member, is a new resident of South St. Paul and loves living in our community with all the fun things to do and the nearness to everything with the highway so close. Jordan works in the insurance field specializing in Medicare options.

### **CONSENT AGENDA**

- Minutes
- Bills

*Approval of the consent agenda items moved by Rund, seconded by Finander, passed unanimously.*

### **UNFINISHED BUSINESS**

#### **Repair and Maintenance**

- Lights are being replaced throughout the building this month, and the faucet in the men's restroom has been fixed.

### **NEW BUSINESS**

#### **Circulation Stats**

- March's circulation of 6,125 items is 76.5% higher than that of March 2021, but still 20.46% lower than March of 2019.

#### **Library Service Status and Staffing**

- The posting for the open Assistant Information Specialist position ran from March 15-31.
- The week of April 4, staff interviewed three applicants from a pool of 22, and offered the job to Rafay Syed, who is thrilled to start on April 18, at Step 1, \$15.74 an hour.

*Motion to approve the hiring of Rafay Syed at Step 1 of the Assistant Information Specialist pay scale as a non-exempt, hourly employee.*

*So moved by Gold, seconded by Hart, roll call vote, passed unanimously.*

#### **2021 Annual Report**

- Again, this year featured questions about the level of service of the library during the pandemic, and programming statistics were modified to identify on-site vs. off-site participants, passive programming participants, virtual vs recorded viewers, etc. Recorded views were limited to just one week after the program was posted.

- Visits were up by about 5000 people over last year. Staff provided 1,313 curbside or contactless visits of materials compared to 475 visits in 2020.
- Internet sessions were down slightly, but wireless sessions (5,597) were up by 107%.
- Overall circulation was also up by 34% over 2020 at 81,965 physical and electronic items. The library provided 53,256 items to other libraries while receiving 9,876 items.
- Program attendance was down, which was to be expected, with 829 attendees vs. 1,665 attendees in 2020; however, participation in self-directed activities was quite high with 1,403 participants engaging in 35 activities vs. 481 participants and 17 activities in 2020.
- While the library couldn't have teen volunteers last year, our 4 adult volunteers did an incredible job of "working" 154 hours.

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

### **Latest New Library Discussions**

- Current discussions have focused on carpeting and paint in the various areas of the library with a seasonal theme introducing each area (adult = dark blue, teen = turquoise, children's = green, study rooms = maroon) and a lighter and darker grey carpet connecting all areas of the library; the history panel on the wall by the computers; and the various elements of the children's area, such as a dynamic floor scape with seating, hanging acoustic birds, and scalloped blue wall panels to tie together the spring/trees/birds/clouds theme for the area.
- Glass wall panels were also discussed in various areas of the building (larger meeting areas, teen area) for users to write on when doing collaborative work.
- The meeting rooms will have various transportation images, such as a race car driver from the '20s, a train, etc., applied to their glass doors, providing whimsy and interest.

### **Winter Reads Report**

- Honora Rodriguez's compilation of the results of the adult reading program, which ran from January 3 through February 28 this year, was shared with the board. Instead of just online registration, which occurred in 2020, people could register in person.
- Participation was still much lower than in the past with 24 online reviews and 95 paper reviews and 14 online registrants and 37 in-person registrants, but the library's gate count is still not at a pre-pandemic level.

### **Elections in May**

- Halgren explained the duties and supplied basic officer job descriptions to board members in preparation of upcoming elections next month.

### **Pandemic Programming Highlights**

#### **Adult Programs**

- Lois Glewwe's virtual SSP Library History program attracted 24 participants the night of March 21, but 75 people tuned in to watch the recorded version in just one week. Staff have made 150 Take and Make Bookmark kits.
- *Upcoming:* Hybrid virtual/in-person book club discussion of *Hidden Valley Road* by Robert Kolker (4/14); Jumpstarting Creativity by the Loft Literary Center (4/18).

#### **Children's Programs**

- Sarah Connolly has begun visiting Maple Tree Day Care once again to present storytimes, and on March 11 there were 34 in attendance. For self-directed activities, 62 voted either online or in person during the first round of South St. Paul's Favorite Children's Book, and 30 Take and Make Scratch Art Kits were picked up.

- *Upcoming:* Hot Air Balloons with Abrakadoodle (4/20); Take and Make Clover Terrarium Kit for all ages.

**Book Sale** - \$1 a day sale from May 2-6.

### **Other/Correspondence**

- *Pioneer Press* article about SPPL issues with staffing
- The Library has been asked to be the Grand Marshals of the Kaposia Days Parade on Friday, June 24!

*Motion to adjourn the March Library Board meeting by Rund, seconded by Styles Spooner, passed unanimously.*

Meeting Adjourned at 8:20 p.m.

Next meeting – May 9, 2022

Respectfully submitted,  
Kathy Halgren  
Library Director

# Programming Statistics

March and partial April 2022

Program name	Program Start Date	Format	Target age	Attendance: in-person programs	Attendance: live virtual programs	Views at 7 days: recorded programs	Participants: self-directed activities
Scavenger Hunt	03/04/22	Self-directed activity	ages 0-5				14
Sticker Art, Posters and Patches	03/07/22	In-person onsite program	YA(ages 12-18)	4			
Book Club	03/10/22	In-person onsite program	adult(ages 19+)	5			
Book Club	03/10/22	Live virtual program	adult(ages 19+)		3		
Take and Make Kits for Youth: Scratch Art	03/11/22	Self-directed activity	ages 6-11				30
Maple Tree	03/11/22	In-person offsite program	ages 0-5	34			
South St. Paul's Favorite Children's Book: Round 1	03/17/22	Self-directed activity	all ages				62
SSP Library History w/ Lois Glewwe	03/21/22	Live virtual program	all ages		24	75	
Scavenger Hunt	04/01/22	Self-directed activity	ages 0-5				12