

Library Board Meeting Minutes May 9, 2022

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

Absent: Greaves Radloff (excused), Styles Spooner (excused)

Meeting called to order at 7:04 p.m.

CONSENT AGENDA

- Minutes
- Bills

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

UNFINISHED BUSINESS

Repair and Maintenance

- Flower pots at the entrance will have spring flowers soon! Halgren will be looking into the caked-on dirt on the light pole by the entrance.

NEW BUSINESS

Circulation Stats – Halgren did not receive April circulation statistics by board meeting time.

Library Staffing

- Rafay Syed joined our staff on April 18 and is proving to be a quick study on library procedures and practices. Karen Dyson has been doing extensive training with him and will begin working 32 hours a week, dropping Wednesdays, beginning the week of May 30.
- Dara Leitner will be returning to work this Thursday, May 12.

Updated Personnel Policy Sections

- With new union contracts settled this spring, a few paragraphs in the library's personnel policy need to be updated to match current City policy.
- The City's monthly contribution to full-time employees' post-retirement Health Care Savings Plan has increased \$5 for 2022 for a total of \$65 a month, with another \$5 bump in 2023 for a total of \$70 a month.
- For severance pay, the rate has increased from \$200 to \$210 per year of continuous employment in 2022 with an additional increase to \$225 per year in 2023.
- With the library's impending merge with Dakota County Library, the Service Recognition Award section for librarians needs to be updated to reflect the City's policy of paying out a pro-rated amount upon retirement or permanent separation from the City.
 - *Motion to increase the City's contribution to the post-retirement Health Care Savings Plan from \$60 per month to \$65 per month retroactively as of January 1, 2022. As of January 1, 2023, the City will increase this amount to \$70 per month.*

So moved by Rund, seconded by Thompson, roll call vote, passed unanimously.

- *Motion to increase severance pay from \$200 to \$210 per year of continuous employment in 2022 with an additional increase to \$225 per year in 2023.*

So moved by Finander, seconded by Romenesko, roll call vote, passed unanimously.

- *Motion to update the Service Recognition Award section to reflect the City's policy of paying out a pro-rated amount upon retirement or permanent separation from the City.*

So moved by Finander, seconded by Romenesko, roll call vote, passed unanimously.

2023 Budget

- It's anticipated that this will be the final year of budgeting for the library. Therefore, Halgren would like to plan as much as possible for severance pay, retirements, etc. She will be discussing financial repercussions with HR in order to plan as accurately as possible and come back in June with results. The board agrees that staff have been experiencing prolonged stress during the building/merger process and should receive some form of compensation right before becoming Dakota County employees.

PLA Report

- The Public Library Association conference was hybrid this year with attendees in Portland while others, like Honora Rodriguez, could attend virtually.
- Keynote speakers included author Luvvie Jones and her encouragement of library staff to be "professional troublemakers," attorney Brittany K. Barnett with her message of criminal justice reform, and Jeopardy champion Amy Schneider identifying libraries as a safe space for her.
- Sessions attended include After the Collection Diversity Audit, Clear and Kind: Boundaries in Outreach Work, and Truth and Reconciliation: Indigenous Services to Engage and Build Community.

Library Exterior Renderings

- Halgren presented near-final renderings of the new library's exterior, explaining various features such as the Art Deco herring-bone brick, the black granite base, the grey ramp to the entry, the reflecting windows, and the various elevations.

Soil Corrections Bid Award

- The land at 7th and Marie Avenues needs to have approx. 3000 cubic yards of fill removed that was left after demolition of buildings.
- Frattalone Companies quoted \$21.64/cubic yard, and Bauer Services quoted \$13.50/cubic yard.
- Staff recommended awarding the contract to Bauer Services at an estimated total price of \$55,200. This is all contingent on a joint powers agreement where the City hands over the land to the County for the purpose of building a new library for South St. Paul.

Dakota County Library Development Application to Planning Commission

- At the May 4 Planning Commission meeting, Dakota County staff presented an application to acquire the six City-owned parcels at 7th and Marie Avenues for the new library.
- This would entail rezoning four of the parcels from general residence to retail business, a rezoning of the school district's parking lot parcel north of the site from general residence to retail business and a variance regarding a 40-foot setback from the centerline of adjacent roads.
- Other recommendations include the acquisition of permits, a landscaping plan, a mechanical equipment screening plan, a trash enclosure, a joint powers agreement outlining what the County vs. the City is responsible for concerning development and general maintenance of the property, and SAC fees.

Elections – Tabled until next month.

Pandemic Programming Highlights

Adult Programs

- The Book Club discussion of *Hidden Valley Road* by Robert Kolker was totally onsite for April; our Jumpstarting Creativity program by the Loft (4/18) galvanized two burgeoning writers.
- *Upcoming*: Needle Felted Toadstools by Parcel Arts (5/23); Book Club discussion of *The Submission* by Amy Waldman (6/9); Basic Macrame Knotting Techniques (6/20); Block Party (6/23).

Children's Programs

- South St. Paul's Favorite Children's Book: Round 2 garnered high participation with 59 votes but that didn't beat Round 3's tally of 102 votes in April; Hot Air Balloons (4/20) attracted 20 youth; and our 60 all-ages Clover Terrarium Take and Make Kits flew out the door.
- *Upcoming*: Storytime for 2s-6s (6/7); Summer Discovery (6/13 – 7/15) with Summer Playhouse and many other programs; Block Party (6/23).

Book Sale

- The \$1-a-bag book sale ran from May 2-6 with many materials finding new homes for a total of \$293 in sales.

Other/Correspondence

- Card from Gloria Leimbek-Rosencrants
- Kaposia Days Grande Parade tally
- Halgren on vacation from May 18-20

Motion to adjourn the May Library Board meeting by Romenesko, seconded by Rund, passed unanimously.

Meeting Adjourned at 8:23 p.m.

Next meeting – June 13, 2022

Respectfully submitted,
Kathy Halgren
Library Director

Programming Statistics

April and partial May 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	04/01/22	Self-directed activity	ages 0-5				12
South St. Paul's Favorite Children's Book: Round 2	04/08/22	Self-directed activity	all ages				59
Book Club	04/14/22	In-person onsite program	Adult (ages 19+)	6			
Jumpstarting Creativity	04/18/22	In-person onsite program	Adult (ages 19+)	2			
Hot Air Balloons	04/20/22	In-person onsite program	ages 6-11	20			
Take and Make Kits: Clover Terrarium	04/25/22	Self-directed activity	all ages				60
South St. Paul's Favorite Children's Book: Round 3	04/29/22	Self-directed activity	all ages				102
100th Bookmark Take & Makes	05/01/22	Self-directed activity	all ages				110