

Library Board Meeting Minutes

October 14, 2019

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

Absent: Reinhart (excused)

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

NOTE: We will attend the City Council Worksession following our meeting.

Consent Agenda

- Minutes – M/S/A
- Bills – M/S/A

Unfinished Business

Repair and Maintenance

- On October 10, our last PAC computer was upgraded to Windows 10, and our balcony PAC computer was set to kiosk mode so that people can't go off the catalog pages and use it as a public Internet terminal, which was a big problem this summer.

New Business

Circulation Stats

- Down 1.6% for August; up 8.7% for September.

Hiring of New Shelver, Melissa Machado

- Our new shelver, Melissa Machado, started her training on October 8. She will be working between 6-8 hours a week.
- She holds an Urban Library certificate from St. Kate's where she learned some library basics with St. Paul Public Library in a 10-month program.

Resignation of Terri Reinhart

- Halgren read board member Reinhart's resignation letter and recommended filling her spot with the next round of appointments in February.
- *Motion made to appoint a new person for the seat during the next round of appointment filings in 2020. Passed unanimously.*

AES IntelliNet Radio for Fire Panel

- The library has been experiencing problems with the fire panel communicating with our monitoring system for around a month.
- City IT personnel have checked our phone lines, and Electric Fire & Security (EFS) have also visited and checked the panel, lines, etc. EFS has proposed a dedicated radio, AES IntelliNet, to solve our problem. The cost for the radio and installation will be \$1690. Ian Hardie, City IT, has agreed that this is a satisfactory solution to our issue.

- *Motion made and seconded to purchase and install AES radio equipment for \$1690. Passed unanimously.*

On the Road Again

- The City/Library erected a tent for approx. 4 ½ hours at On the Road Again on October 5 in order to interact with residents regarding the future of our library. Joel Hanson, Kathy Halgren, Leslie Greaves Radloff and Kevin Finander staffed the tent.
- We estimate we handed out around 180 flyers with 97 people actually stopping in at the tent. Of those 97, 65 filled out a short general survey. This survey was created to gauge people's current views regarding the library. Another survey will be coming out in the future with more specific questions that we hope people will answer once they've read the flyer and looked at all the other information gathered by City staff surrounding the library issue.
- Halgren also staffed a table at Knowlan's on Oct. 9 for an hour.
- Flyers and surveys are at the library for patrons to fill out, and we're also talking to people at library programs. Greaves Radloff has dropped off flyers and surveys at a variety of locations in the city.

Public Library Division Day Report

- In May, Halgren attended Public Library Division Day where sessions centered around diversity, community partnerships, online law help, fee elimination, passive programming, witnessing racism, and trauma-informed libraries.
- A diversity booklist and condensed PowerPoint slides from the trauma keynote speaker were given to board members.

Summer Discovery Reading/Learning Program Report

- For our second year using the new Summer Discovery program with DCL, we registered 115 Pre-Readers, 278 Readers, and 28 Teens.
- In terms of participation, we held 34 programs for children with an attendance of 805, and 8 tween/teen programs with an attendance of 23. After completing 15 activities, children were offered the choice of a book and either a bookmark or a globe keychain for the travel theme. We handed out 74 books and prizes. Our grand prize was a one-year membership to Sea Life Aquarium, which was donated. We had 10 teens complete their revamped program, where they also received a book, in addition to the possibility of winning a weekly prize. Eight volunteers logged 97.5 hours.
- The online version of the program, ReadSquared, did not prove to be popular with participants, so DCL staff will be reevaluating its usefulness for the coming year. A report on our Pop-Up Project, which focused on underserved youth, will be presented in November.

Upcoming Programming Highlights

Adult Programs

- Reducing Anxiety through Meditation (10/21); Knitting Crash Course w/Textile Center (11/4); Kaethe Schwehn Author Visit (*The Rending and the Nest*) (11/14).

Children's Programs

- Watercolor and Oil Pastel Pumpkins w/Abakadoodle (10/17); Glove Monsters for teens (10/18); Finding Franklin (10/24); Dinosaurs Galore with Story Man from England (10/29); Color Like Kandinsky with Eagan Art House (11/7); Learn about Family History Research for Homeschoolers (11/12).

Popular Programs

- Rodriguez represented the library for the second year at Read & Ride Day @ the State Fair on Aug. 28 where library card holders get a discounted ticket to enjoy the fair as well as the library booth filled with crafts, games and music while highlighting the book *One Day in the Eucalyptus, Eucalyptus Tree* by MN author Daniel Bernstrom; storytimes and children's outreach to various preschools and the community preschool classes at the elementary schools are in full swing; Fall Garland Making and Sing Along for Homeschoolers (9/11) drew 25 participants; Fall Watercolor Paint Exploration (9/18) and How to Write a Will (10/7) were well-attended adult programs; and our 2nd Annual Sip & Spell Adult Spelling Bee (9/26) raised \$448 for our A Book for Every Child program, attracting 73 participants and spectators.
- Annual Fall Book Sale – Our annual fall book sale was held October 7-12, and we raised \$154 plus a \$5 donation.

Other/Correspondence

- Halgren read thank-you notes from Brownie Girl Scout Troop 57986 and neighborsinc.

Meeting Adjourned at 7:54 p.m.

Next meeting – November 18, 2019

Respectfully submitted,
Megan Fournier
Secretary

Programming Statistics

September and partial October 2019

Dates	# Programs	Program Name	Program Audience	Attendance
SEPTEMBER				
4-Sep	1	Healthy Cooking for Everyone	Adult	5
9-Sep	6	Pathways to Play	Children Outreach	79
9-Sep	1	Rock, Rattle, and Rhyme	Children	12
9-Sep	1	Drum Circle	Adult	12
10-Sep	1	Storytime for 2s-6s	Children	10
11-Sep	1	Fall Garland Making and Sing Along (Homeschool)	Children	25
12-Sep	1	Brownie Troop Tour	Children	7
12-Sep	1	Evening Book Discussion	Adult	7
13-Sep	2	Maple Tree Day School	Children Outreach	32
14-Sep	1	Team Jigsaw Puzzle Challenge	Teen	0
16-Sep	1	Rock, Rattle, and Rhyme	Children	7
17-Sep	1	Stories at Lawshe	Children Outreach	11
18-Sep	6	SSPPS Community Preschool-KEC	Children Outreach	102
23-Sep	1	Rocks and Minerals w/ DC Parks	Children	6
23-Sep	1	Fall Watercolor Paint Exploration	Adult	15
23-Sep	0	Rock, Rattle, and Rhyme	Children	0
24-Sep	1	Storytime for 2s-6s	Children	18
25-Sep	5	SSPPS Community Preschool-LC	Children Outreach	77
25-Sep	1	Apple Party	Children	13

26-Sep	1	Sip & Spell	Adult Outreach	73
30-Sep	1	Rock, Rattle, and Rhyme	Children	13
		Tech Tutoring	Adult	3
total	35			527
OCTOBER				
10-1	1	Storytime for 2s-6s	Children	17
10-2	1	Healthy Cooking for Everyone	Adult	3
10-4	2	Maple Tree Day School	Children Outreach	37
10-7	1	How to Write a Will	Adult	13
10-7	1	Rock, Rattle, and Rhyme	Children	5
10-8	1	Storytime for 2s-6s	Children	30
10-8	1	Catch a Chapter (Homeschool)	Children	13
10-9	6	Community Helper Tours- LC	Children	158
10-10	1	Evening Book Discussion	Adult	8
10-11	1	ECFE Community Baby Shower	Children Outreach	26
10-14	6	Pathways to Play	Children Outreach	76
10-14	1	Rock, Rattle, and Rhyme	Children	7