

Library Board Meeting Minutes - February 11, 2019

Members present: Fournier, McManus, Niederkorn, Radloff, Rund, Tetrick and Halgren (staff)

Absent: Ross (excused), Trisko (excused)

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

Consent Agenda

- Minutes - M/S/A
- Bills - M/S/A

Unfinished Business

Repair and Maintenance

- Two of our older chairs are beginning to lose their caning, and the rest of the chair looks rough, too. Radloff recommended bringing chair to shop on Marie Ave. to see if owner is interested in them.

2018 Budget

- Halgren passed out a preliminary year-end spreadsheet from the city to more fully show the library's expenditures for 2018.

New Business

Circulation Stats

- Up 18.35% from last January!

Resignation of John Ross

- Halgren read the resignation letter of John Ross regarding his last month as a board member due to his work hours changing. John was on the board since June 2018.

Draft of Memorandum of Understanding with Dakota County Library (DCL)

- On January 16, SSP staff and Dakota County staff met to discuss key points that should be included in a study that would examine what it would look like if SSP Public Library became another branch of the county library system.
- Key points concern staffing, services, a renovated/new library site, interim maintenance and operating costs of current site, and timeline for process, including community engagement.
- A draft was prepared by the County and after minor alterations, was sent to the City for City Council discussion, which will be held after this Library Board meeting at a work session.
- Questions raised by Lois Glewwe, who initiated a "Save our South St. Paul Library" Facebook page, clarified Dakota County's position that they will consider the current site for renovation or rebuild, but do not want the SSP library in its current condition.
- Fournier, McManus, Niederkorn, Rund, Tetrick and Halgren were able to attend the work session following the library board meeting.

Promotion of Lois Travis to Information Specialist

- Travis's hiring date with the library was Feb. 18, 2015. She has been a reliable employee, always willing to help out with extra shifts if she is able, and has learned skills necessary to perform at the Information Specialist level.
- Halgren recommends that she be promoted from Asst. Information Specialist to Step 1, Information Specialist, on Feb. 18, 2019. Motion made and seconded to promote Travis to Information Specialist, effective Feb. 18, 2019, passed unanimously.

Minimum Wage Increase

- As of January 1, the minimum wage in Minnesota is \$9.86.
- Our shelve's pay scale is based on minimum wage and last year was \$9.65, \$9.90, \$10.15, \$10.40 and \$10.90 through the five steps.
- Recommendation to adjust the steps to \$9.86, \$10.11, \$10.36, \$10.61 and \$11.11 for 2019.

- Motion made and seconded to adjust shelve's pay scale retroactively to Jan. 1, passed unanimously

Pop-Up Book Sale

- The library had an impromptu pop-up \$1-a-bag sale from January 22-26, which raised \$130.10.

New Hours at Dakota County Library (DCL)

- Dakota County Library has new hours that more closely align with South St. Paul hours. They are now opening most days at most branches at 9 am and closing a half-hour earlier at 8 pm.
- These hours were effective Feb. 4.

Upcoming Programming Highlights

Adult Programs

- Book Discussions of *The Tea Girl of Hummingbird Lane* by Lisa See (2/13 and 14); Book Bingo (2/21); Winter Reads ending February 22.

Children's Programs

- Writing Boxes: Love and Friendship (2/14); Playful Parenting: How to Say Yes and No Workshop (2/23); No-Sew Heart Pillows (2/23); Ozobots for Homeschoolers (3/1).

Popular Programs

- Stories at Lawshe (1/15); SSPPS Community Preschool Pizza & Preschoolers' Parent Night (1/24); Clear the Clutter (1/28).

Meeting adjourned at 7:49 p.m.

Respectfully submitted,
Megan Fournier, Secretary

Next meeting – March 11, 2019

Programming Statistics

January and partial February 2019

Dates	# Programs	Program Name	Program Audience	Attendance
JANUARY				
7-Jan	1	Rock, Rattle, and Rhyme ST	Children	18
7-Jan	1	Smartphone Basics & Security	Adult	8
8-Jan	1	Sense-ational Animals w/DC Parks	Children	33
9-Jan	6	SSPPS Community Preschool-KEC	Children Outreach	70
9-Jan	1	Afternoon Book Discussion	Adult	0
10-Jan	1	Homeschool Lego/Marble Run	Children	11
10-Jan	1	Evening Book Discussion	Adult	5
12-Jan	1	Team Jigsaw Puzzle Challenge	Teen	7
14-Jan	7	Pathways to Play	Children Outreach	72
14-Jan	1	Rock, Rattle, and Rhyme ST	Children	13
15-Jan	1	Stories at Lawshe: Winter Weather/Blizzards	Children Outreach	17
16-Jan	5	SSPPS Community Preschool-LC	Children Outreach	67
18-Jan	2	Maple Tree Day School	Children Outreach	27
22-Jan	1	Storytime for 2s-6s	Children	12
23-Jan	1	Tape Town	Children	9
24-Jan	1	SSPPS Community Preschool Parent Picnic	Children	90
28-Jan	1	Rock, Rattle, and Rhyme ST	Children	0
28-Jan	1	Clear the Clutter	Adult	18
29-Jan	1	Storytime for 2s-6s	Children	0
31-Jan	0	Book Binge	Adult	0
		Tech Tutoring	Adult	3
total	35			480
FEBRUARY				
4-Feb	1	Rock, Rattle, and Rhyme ST	Children	10
5-Feb	1	Storytime for 2s-6s	Children	14
6-Feb	1	Healthy Cooking	Adult	2
7-Feb	0	Teresa Campbell	Adult	0

8-Feb	1	Homeschool Library Explorers	Children	12
11-Feb	7	Pathways to Play	Children Outreach	86
11-Feb	1	Rock, Rattle, and Rhyme ST	Children	5