

Library Board Meeting Minutes  
June 10, 2019

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

Absent: Fournier (excused)

Meeting called to order: 8:24 p.m.

**Worksession at City Hall at 7 pm precedes this meeting**

- All library board members except Fournier attended the worksession where the board was prepared to discuss agenda items and notification, core services of public libraries, unique aspects of South St. Paul Public Library, the value of independence to SSP residents, Option C1 from the LSE study, and the need for a community survey. This meeting was intended to be an initial discussion with the City Council about the board's views regarding the future of the library.

**Consent Agenda**

- Minutes – M/S/P
- Bills – M/S/P

**Unfinished Business**

**South St. Paul Public Library Mugs**

- Twenty-six mugs were sold and another 50 have been ordered.

**New Business**

**Circulation Stats** – up 6.9% for May!

**Elections**

- Halgren sent out job descriptions for each office with the agenda last week.
- Current officers are Radloff (President), Fournier (Recording Secretary) and a vacant Vice Presidency.
- *A motion was made for the following officers: Radloff (President), Finander (Vice President) and Fournier (Secretary) - M/S/P*

**New Job Descriptions and Titles for Circulation Supervisor/Library Associate**

- Although the board approved via e-mail the creation of a new job description for the position vacated by Kealy in December, the actual job description of Library Associate has not been formally approved.

- Also, Tracy Wanek, and employees before her, have been acting in a managerial capacity regarding the front desk and everything that circulation encompasses. A new job description has been created for a Circulation Supervisor/Library Associate.
- Halgren recommends a new pay scale to accompany this job description and has consulted with Dakota County regarding a comparable position. Our current pay scale is \$46,677.28 to \$55,569.28 with a five-step progression, and Wanek is at Step 4, \$53,345.76 annually.
- Consultation with Columbia Heights, our “sister” independent library, revealed that they don’t have a comparable position but such duties are performed by clerks and librarians. They do not do their own cataloging of materials, but we do.
- Dakota County suggested that our job description would fall under their 105 classification with a pay range of \$42,870 to \$66,985.
- Halgren suggested a new pay scale for Circulation Supervisor/Library Associate with a five-step progression from \$52,020.15 to \$61,928.75. This already includes the 3% COLA raise approved earlier this year by the board for fiscal year 2020 that all city workers will receive.
- *Motion made to approve the two job descriptions and start Wanek at Step 2 of the new Circulation Supervisor/Library Associate pay scale as of January 1, 2020, with her moving to Step 3 on her most recent promotional start date of February 20 – M/S/P*

### **Library Action Plan**

- Halgren explained how a library action plan was created by Joel Hanson, City Administrator, in response to a focus on the library’s future being a top goal for the council and department heads at the goal-setting activity on April 29. The timeline may be pushed back a bit, but it’s a basic outline as to how to proceed in terms of information gathering from Dakota County Library, various city sites, other interested parties concerning a potential multi-use structure, etc.
- Finander, Radloff, Rund, Halgren and four other interested citizens were at the work session on May 28 when the action plan was first presented to the council.

### **Kaposia Days**

- The library will be marching/biking in the parade on Friday, June 28, to promote our Librarian on Wheels program.
- On Saturday, June 29, Commers will be by the inflatables featuring a Mobile Sign Shop with ReadyGO, a Legacy-funded project where kids can make their own signs, and Rodriguez will be one of the judges of the Children’s Parade.

### **Summer Discovery**

- Our reading/learning program began June 5, and participants can register for an online learning program with READSquared or come to the library to register. This year’s theme centers around travel and exploration, so our special programming will feature music, animals, and cultural practices throughout the world through such programs as Global Bibliobop, Native American Beadwork, Japanese Zen Garden, Parrots of South America, Map Crafts and Art from the Land Down Under.
- Both pre-readers and readers will have 15 activities to complete in order to earn a book, and Commers helped create the content for the pre-reader log once again this year as well as doing significant work on the online program. Teens will also have 15 activities to complete from 5 categories for a book and will receive an entrance ticket to Cascade Bay in Eagan. Weekly prizes include Twins and State Fair tickets. Participants can first come in to choose their books on July 1.

- Commers visited 22 classes at Lincoln Center and Kaposia Education Center, reaching a total of 1357 children to promote Summer Discovery, and two 3<sup>rd</sup>-grade classes visited the library for a total of 51 students. As of around 5 pm today, we had 112 readers and prereaders (94 in-house and 18 online) and 10 teens (in-house) signed up!

### **Upcoming Programming Highlights**

- Farmers' Market starts June 19!
- Adult Programs – Floral Arranging 101 on June 24; Mondays in the Park: Drum Circle on July 1
- Children's Programs – Those listed above and Summer Discovery brochure
- Popular Programs – The ever-popular Story Man from England delighted 53 participants at his Spring Planting, Summer Blooming storytime on May 14. Our Homeschool Show and Tell program on May 10 also attracted 15 participants. Healthy Cooking is continuing throughout the summer months due to popular demand.

### **Other/Correspondence**

- Rund brought in article about St. Paul Public Library and the results of going fine free as of 2019

Meeting Adjourned: 9:17 p.m.

Next meeting – July 8, 2019

Respectfully submitted,  
Kathy Halgren  
Library Director

# Programming Statistics

May and partial June 2019

<b>Dates</b>	<b># Programs</b>	<b>Program Name</b>	<b>Program Audience</b>	<b>Attendance</b>
MAY				
1-May	1	Healthy Cooking	Adult	5
2-May	0	DIY Garden in a CD Case	Children	0
6-May	0	Rock, Rattle, and Rhyme ST	Children	0
7-May	1	Storytime for 2s-6s	Children	28
8-May	6	SSPPS Community Preschool-KEC	Children Outreach	68
8-May	1	Afternoon Book Discussion	Adult	1
9-May	1	Evening Book Discussion	Adult	5
10-May	1	Homeschool Show and Tell	Children	15
13-May	7	Pathways to Play	Children Outreach	95
13-May	1	Rock, Rattle, and Rhyme ST	Children	7
14-May	1	Story Man: Spring Planting, Summer Blooming	Children	53
15-May	5	SSPPS Community Preschool-LC	Children Outreach	87
17-May	1	Maple Tree Day School	Children Outreach	39
21-May	1	Stories at Lawshe	Children Outreach	7
28-May	11	Summer Reading Promo @ LC	Children Outreach	713
29-May	1	LC- 3rd Grade Class Visit (K. Thompson)	Children	25
30-May	1	LC- 3rd Grade Class Visit (B. Applequist)	Children	26
		Tech Tutoring	Adult	1

total	40			1175
JUNE				
3-Jun	1	Mondays in the Park: Meditation	Adult Outreach	0
4-Jun	11	Summer Reading Promo @ KEC	Children Outreach	644
5-Jun	1	Healthy Cooking	Adult	9
7-Jun	1	Global Bibliobop	Children	39
10-Jun	1	Native American Beadwork w/ArtStart	Teen	4
10-Jun	1	Rock, Rattle, and Rhyme ST	Children	4