

Library Board Meeting Minutes
June 13, 2016

MEMBERS PRESENT

Tim Jones, Holly Muller, Brianna Skalicky, Mitzi Storm, Nick Koverman, Jo-Ann Wegman, Evonne Horn, Pam Tesch and Susan Vermilya.

Members absent: Dave Braun

President Tim Jones called the meeting to order at 6:29 pm.

BOARD MINUTES

The Board approved the minutes of the May 9, 2016 meeting on a motion by Evonne Horn, seconded by Susan Vermilya. Motion carried.

REPORTS FROM SELCO / SELCO LIBRARY FOUNDATION / FRIENDS OF THE LIBRARY

Sharon will attend the SELCO meeting on Thursday.

Next Monday there is a SELCO meeting to discussion the Pine Island library and their funding. Olmsted County patrons frequent the Pine Island library, thus Pine Island would like to get additional funds from Olmsted County.

SELCO is trying to get a new contract with Winona county. We are simply asking for more equitable funding. This was discussed a few times last fall. SELCO is requesting participation at their July 12th for discussion regarding funding. Librarian Grossardt will attend the July 12th meeting.

Librarian Grossardt handed out some information regarding an increase in the SELCO technology fee, which is used to fund automation and support to hold data. We will be invoiced \$665.56 monthly for our fee. The SELCO Board will meet and look for this to be approved.

FINANCIAL & CIRCULATION REPORTS

Susan asked about Juvenile kits. Library no longer carries cassettes. Library patrons can go on-line and look up the availability of books, DVDs and CDs. Susan asked if we have to pay to put any library information in the newspaper, and we do, but not for Holly's Library Lines! Letters to the editor are free, too.

Jo-Ann asked if the library had a policy regarding who we donate to. She has been thinking about this to be sure that any donations we give fit in with our mission as a library. Sue Vermilya asked about a line item in the expenditures titled "Transferred to City." Nick Koverman explained that the money goes into the city library fund, and is not "lost" in with the other city monies. In this way, it is easy to track the library's expenditures.

There was also discussion on Petty Cash as there were no receipts listed for “new cards.” This was questioned as we know that staff was just in the elementary schools signing students up for new library cards. It was explained that money is only gained for this line item if a patron needs to have their library card replaced. There is no charge for new library cards.

The Financial, Petty Cash, and Circulation reports for May were approved on a motion by Sue Vermilya, seconded by Holly Muller. Motion declared carried.

MEMBERSHIP AGREEMENT

A copy of the current membership agreement was provided. Jo-Ann motioned to sign the agreement, and Evonne Horn seconded. Motion passed.

2016 FUNDRAISER

President Tim Jones had asked at the last meeting for a list of folks along with addresses that attended the fundraiser. Several board members turned in names and addresses of attendees. This is to help us next year with contacts, selling tickets, etc., and will help greatly in the event of board turnover. Sharon will have library staff put all the information into a database of some sort to keep track of it. City Administrator Koverman agreed that library staff will be assisting with this project.

CALENDAR / TASK LIST

The Elementary and High Schools were visited by Julie to present and encourage participation in the Summer Reading Program. Nothing is currently on display at the library, as staff has been busy getting the Reading Program up and running for the summer. Mitzi Storm again shared her current list of calendar events.

Jo-Ann Wegman would like to see us do a Hispanic display. Discuss ensued regarding the sub-cultures of the Saint Charles area and how we can use it to encourage those patrons to come to the library. We must break down the road blocks and get the ball rolling on displays and get folks to tell their story! Walt Lange, a local WWII vet, just passed away. Could we do a display of his excellent wood carvings to honor his memory? Bounmy Xayaosa, a Laotian, has raised all his children in Saint Charles. Sharon will contact him to see if he can provide some mementoes to display. Patty Mayorga and Alyssa Agularia are good contact folks to provide information for a display of Hispanic culture. Project FINE is based out of Winona and provides integration services for folks in Winona County. They may be able to provide numerous contacts. Patty and Alissa both work for Project FINE.

Tuesday, June 28th someone from Great River Shakespeare Festival will be coming to the library to talk about the productions and increase attendance at the festival.

August is Flowerfest month. We will display toys, and it was discussed that we could add a history of Flowerfest. Pam Tesch brought up doing a history board displaying a timeline. Nick will contact Craig Hillmer to see if he can help with this project.

OTHER

Donuts for Dads and Muffins for Moms was discussed. We discussed opening the library on a Saturday to do this event, or possibly a Thursday evening when the library is already open. We discussed the target ages, and timelines. If we do it in the fall, we could publicize it through the school. We could target students to show them how the public library can enhance their school work. We talked about doing it as part of Flowerfest, but there are too many activities during that time. Discussion on having a magnet made up to give away or mail out, or give out at school. Nick Koverman will check into cost for this. We could put the local library's hours of operation on the magnet. More discussion regarding a Cupcakes for Kids event. Students must be accompanied by an adult, and it was decided we will do the event mid-September. Jo-Ann will check on where to get the cupcakes and cost. We'd like to also provide coffee for parents and small waters to drink.

City Administrator Koverman reported on several staff and building issues. Staff has been concerned regarding the number of dehumidifiers going in the library. Winona Heating checked the air conditioning, and found several issues that need to be corrected. The light was not working in the display unit right by the front door. Staff would like to see a message board right outside telling what is going on at the library. Staff will also be making a more concerted effort to do weeding around the building. Training for staff members will begin to assist with staff transition. We will not always have the same staff, and should begin preparing for this eventuality. Nick passed out job descriptions for library staff and head librarian. He is working with staff to discuss job tasks and how everyone can cross-train and help each other out. Nick has been reading a national study that was conducted regarding "reinventing libraries." Libraries are changing, and we need to grow and change along with the trends. Nick is reading through it, and will email the board members a copy to read also.

Pam Tesch brought up the idea of ergonomic work stations for the staff as one way to help with remaining healthy and productive.

We discussed having the library website updated more often. The city will work to make sure this happens. Nick would like to see the library calendar added to the website so folks can see at a glance what is happening at the library.

Discussion on statues for the library. Board members continue to check into this possibility.

The next Board meeting is scheduled for July 11th.

ADJOURNMENT

The meeting adjourned at 7:56 p.m. on a motion by Jo-Ann Wegman, seconded by Pam Tesch. Motion declared carried.