

CARVER COUNTY LIBRARY SYSTEM

Minutes of the Regular Meeting
Victoria City Hall Meeting Room
4:30 p.m. Regular Board Meeting
September 13, 2016

Call to Order: Library Board President Linnea Chrest called the meeting to order at 4:30 p.m.

Board Members Present: Linnea Chrest, Gwen Kuhrt, James Weygand, Barbara Colhapp, Wayne Mortensen,

Library & Library Foundation Staff Present: Heidi Hoks (Library Director) ; Kathy Bognanni (CN/VC Branch Manager) ; Paul Ericsson (NYA, WT, WAC Branch Manager) ;

County Staff & Officials: Gayle Degler (County Commissioner / Library Board Liaison

Absent: Brent Mareck, Carver City Administrator
Nick Koktavy, Deputy Division Director

Approval of Agenda:

- Modify item 4.1 for report to be presented by Jim Weygand
- Add item 5.4: Closing 1 hour on Wed. Oct. 19 for County Division meeting
- *Wayne Mortensen / Gwen Kuhrt* to approve the agenda of the September 13, 2016 Library Board meeting with changes. Passed unanimously.

Approval of Minutes of Meeting:

- *Jim Weygand / Gwen Kurht* moved to approve the minutes of the August 9, 2016 Library Board meeting as presented.

Introduction of Visitors:

In place of Carver City Administrator Brent Mareck, Library Board member Jim Weygand who is also a City Councilor in Carver, gave a presentation about current issues in the City of Carver. Items discussed included housing growth, new developments, downtown master plan, the school district, and converting from a structure with a City Administrator to a City Manager.

Action Items – Approval of Policies:

- Meeting Room policy. Background information was presented by Branch manager Kathy Bognanni, noting the distinction between the proposed policy and a separate guidelines document. Questions and answers followed. *Wayne Mortensen / Barb Colhapp* moved the Meeting Room Policy as presented. Passed unanimously.
- Establish 2017 Board Meeting dates, times and locations postponed to a future meeting
- Establish 2017 Library Holidays/Trainings/Hours postponed to a future meeting

- Closing 1 hour on Wed. Oct. 19 for County Division meeting. Library Director Heidi Hoks provided details about the schedule for branches of the Carver County Library on the morning of Wednesday Oct. 19, 2016, in order for all library staff to attend a County Public Services Division meeting. Some branches will be closed an hour and open at 11:00 am instead of 10 am, and other branches will open as usual at 1:00 pm. *Barb Colhapp / Wayne Mortensen* moved the proposal as presented. Passed unanimously.

Unfinished and New Business:

- Library Board attendance at the Minnesota Library Association (PLA) annual conference that will be held in Duluth September 29 & 30, 2016. Board member Jim Weygand to attend.
- Law Library – Librarian Brenda Wolfe still out ill
- Library Foundation fall fundraising event will be wine tasting event at Dolce Vita in Chaska.

Administrative Reports – Library Director’s Report:

- The Library Director’s report and budget report were submitted in Board Packet and reviewed at the meeting. She highlighted comparable statistics with other MELSA libraries, the upcoming RFID project, and contracts for capital expenses from Fund 30.

Team Updates

- Communications Team Chair Cindy Lowe gave a report on the activities and work of the Communications Team, including the recently purchased stand-up banners for outreach events, the changes to procedures to no longer require with photo permissions, and handouts of our standard brochure & locations brochure.

Administrative Reports – Division Deputy Director’s Report:

- Division Deputy Director – none

Trustee and Commissioner Reports:

- Branch Reports were submitted in Board Packet. Branch Manager Kathy Bognanni highlighted the item about summer reading program from her branch report
- During the Library Foundation agenda item, Barb Colhapp reported on items of interest.

Service of the Month:

Information about the September Service of the Month – “Homework Rescue” was submitted in Board Packet.

Media Packet:

The Media Packet with the Sept. 2016 Calendar and copies of press materials was submitted in the Board Packet.

Additional Discussion items

- Discussion of new method of distributing Board packets
- Discussion of question related to changing hours of service at NYA branch on evenings and Sunday

Adjournment:

Wayne Mortensen/ Gwen Kuhrt to adjourn meeting at 5:55 p.m. Passed unanimously.

Next Meeting: Norwood Young America Library Conference Room at 4:30 pm on Tuesday, October 11, 2016

Respectfully submitted by Paul Ericsson for James Weygand, Secretary