

Carver County Library System

Minutes of the Regular Meeting
Chaska Library, Chaska City Council Chambers
4:30 p.m. Regular Board Meeting
December 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 , Jim Weygand, Barbara Colhapp, Wayne Mortensen, Gwen Kuhrt

Library Staff Present: Heidi Hoks (Library Director), Kathy Bognanni (CN/VIC Branch Manager), Janet Karius (CH Branch Manager), Paul Ericsson (NYA, WT, WC Branch Manager), Mary Wilson (CN/VIC Circulation Supervisor)

County Staff & Officials Present: Gayle Degler (County Commissioner/Library Board Liaison/ MELSA liaison), Nick Koktavy (Division Deputy Director)

Approval of Agenda: *Wayne Mortensen / Barbara Colhapp* moved to approve the agenda of the December 13, 2016 Library Board meeting as amended.

Change: Item 7.3 Team Update will be moved to after item 5.1.

Passed unanimously.

Approval of Minutes of Meeting: *Barbara Colhapp /Jim Weygand* moved to approve the minutes of the November 8, 2016 Library Board meeting as presented. Passed unanimously.

Introduction of Visitors :

Mary Kvitek, member of the Friends of the Chaska Library, received County recognition from Commissioner Degler and Library Director Heidi Hoks. Mary Kvitek was selected by the Minnesota Association of Library Friends as the “ 2016 Stand Up for Standout Friends” honoree. Mary is a twelve year member of the Friends of the Chaska Library and has served the Friends as Treasurer since 2010 and as Chair of the Book Sale committee that raises \$7,000-\$8,000 per year.

Action Items:

5.1 Policy Review of the Library Foundation Policy

Heidi Hoks informed the board that the attorney for the county had suggestions for the policy. The policy will now go back to the Carver County Library Foundation, then return to the attorney, and then will come back to the library board. The policy was tabled for this meeting.

Unfinished and New Business:

6.1 Foundation Barnes and Noble fundraiser update.

Director Heidi Hoks mentioned the volunteers and library board members who helped with the event. She announced that the total amount earned from the fundraiser will be known at the end of December or early January.

6.2 2017 Budget Changes

Director Heidi Hoks said the budget should be up for approval on December 20. Commissioner Degler noted that approval is always this time of year. Budget changes are in the board packet. Staff changes were noted, particularly the 1.0 FTE librarian to replace the Assistant Branch Manager, and the 1.0 FTE library assistant position that combines two of the .5 library assistants.

6.3 2018 and CIP projections review

Director Heidi Hoks referred to the board packet. A review of the staffing changes over ten years led to discussion about whether library staffing and hours had kept pace with population increases. Director Hoks mentioned a study of hours at Norwood Young America upcoming next year.

6.4 Communications Survey Results

Postponed

6.5 MELSA Technology and Access Report

Postponed

6.6 New Format for Reporting Budget

Director Hoks proposed a change for 2017 library board meetings. At every other meeting, there will be more focus on one of the six budget areas.

6.7 Farewell to Jim Weygand

Jim has served nine years on the Library Board. Jim said that, “Carver County does pretty good by its library for a county its size, but we can’t let it slip away.” Commissioner Degler noted that he appreciated that Jim always has the good of the library in mind. Director Hoks noted that Jim will be honored with a plaque at a County Commissioner meeting in January.

Administrative reports

7.1 Budget Update

Director Hoks said many budget expenditures in 2016 are near 100%.

7.2 Library Director—Heidi Hoks

Director’s report stands as enclosed.

7.3 Team Updates—Adult Services—Mary Wilson

This item was addressed after 5.1 on the agenda.

See attached Adult Services Team 2016 Highlights presented by Mary Wilson, team chair.

7.4 Division Deputy Director—Nick Koltavy

Koltavy noted that the Carver County Public Services Division is working on a division strategic plan. The division held a fall retreat for all division staff.

Trustee and Commissioner reports

Branch Reports—enclosed in Board Packet

MELSA—Gayle Degler

Commissioner Degler said the January MELSA meeting will be his last meeting as chairman of MELSA. He noted that Carver County Library has done very well.

Library Foundation of Carver County

Barb Colhapp gave appreciation to the foundation for all they accomplish. Director Hoks mentioned that they supported book club in a bag kits and children's award books with funding this year.

Service of the Month:

Information about the December Service of the Month—"Kit Collections" was submitted in the Board Packet.

Media Packet

The Media Packet with the January 2017 Calendar and copies of press materials was submitted in the Board Packet.

Adjournment:

Jim Weygand/Wayne Mortensen moved to adjourn the meeting at 5:30 p.m. Passed unanimously.

Respectfully submitted by Kathy Bognanni for James Weygand, Secretary.

Next Regular Meeting: Tuesday, January 10, 2017, Chanhassen Library Wilder Room