

CARVER COUNTY LIBRARY SYSTEM

Minutes of the Regular Meeting
Carver—Church by the River
4:30 p.m. Regular Board Meeting
March 14, 2017

Call to Order: Library Board President, Gwen Kuhrt, called the meeting to order at 4:35 p.m.

Board Members Present: Linnea Chrest , Barbara Colhapp , Gwen Kuhrt, Tom O'Connor

Absent: Wayne Mortensen

Library Staff Present: Heidi Hoks (Library Director), Kathy Bognanni (CN/VIC Branch Manager), Paul Ericsson (NYA, WT, WAC Branch Manager).

County Staff & Officials: Gayle Degler (County Commissioner/Library Board Liaison, MELSA Advisory Board)

Approval of Agenda: *L. Chrest/T. O'Connor* moved to approve the agenda of the March 14, 2017 Library Board meeting as presented. Passed unanimously.

Approval of Minutes of Meeting: *T. O'Connor/B. Colhapp* moved to approve the minutes of the February 14, 2017 Library Board meeting as amended to correct the spelling of Gwen Kuhrt's last name in the minutes. Passed unanimously.

Introduction of Visitors: Brent Mareck, City Manager of the City of Carver, gave a brief presentation about City of Carver projects. He discussed the process the city will go through to decide whether to repair or renovate the current Village Hall building or build a new Village Hall. The community presentations, listening sessions, and decision-making process are planned to continue through April, 2017. The city manager also discussed new residential development plans in the City of Carver, as well as new businesses and a proposal for a senior complex. He mentioned interest in resolving flooding and insurance issues for the downtown with a different levee system. He noted that a library for Carver is not planned at this time.

Action items: No action items

Unfinished and New Business:

6.1 E-newsletter update

Branch Manager Paul Ericsson presented an overview of the Carver County Library e-newsletter. The e-newsletter is sent out monthly to library users who have agreed to subscribe. The number of subscribers has been growing, and is currently 1438. Librarian Susan Bernstein is the editor. The library uses the product "Book Letters" from the Booksite vendor to produce

the newsletter. Paul discussed possible ways the newsletter concept could be expanded in the future, if the library wished to do so.

6.2 Library Legislative Day Discussion

Library Director Heidi Hoks gave an overview of the 2017 Library Legislative Day experience. Library Board Member Tom O'Connor and Carver County Library Foundation member Suzi Larkin accompanied Heidi. Suzi Larkin spoke to legislators about the Legacy programming, and Tom O'Connor talked about RLBSS funding. Tom commented that he enjoyed the experience.

6.3 Policy Review: Library Bylaws

Library board members discussed the bylaws and how they relate to the Board of Commissioners Board Operating Rules. Heidi Hoks asked the library board members to look at both documents by the next meeting. The bylaws will be voted on for approval at the April library board meeting. Gwen Kuhrt asked if the mileage and per diem reimbursements for library board members were both allowable in the bylaws. Heidi Hoks said they were OK.

6.4 Winter Reading Program Report

Branch Manager, Janet Karius, sent a written summary of the Winter Reading Program that noted that 182 participants completed 519 challenge cards. The number of participants was up 20% over 2016, and the total entries increased by 79%. There were 18 bookmark entries.

7. Administrative reports

7.1 Budget Update

Library director Heidi Hoks noted a couple of budget line items for comment. The technology budget showing 86% spent is the result of payment of the annual Innovative invoice, and the on call funds balance currently includes some tagging costs, which will be reimbursed. As a special budget information topic for the library board, Heidi described the revenue categories of the library budget.

7.2 Library Director

Director's report stands as enclosed.

7.4 Division Deputy Director

None

8. Trustee & Commissioner Reports

Branch Reports were submitted in the Board Packet. Branch Manager Kathy Bognanni mentioned that Victoria Library was the pilot site for RFID tagging, and mentioned some Friends of the Library projects. Paul Ericsson mentioned the Waconia Library book sale coming up on March 24 & 25.

8.5 MELSA—Gayle Degler

None

8.6 Library Foundation of Carver County

Barbara Colhapp noted that the Library Foundation has about \$35,000 in unrestricted funds, and they have funded ten new titles of Book Club in a Bag kits. The Foundation is offering local book clubs the opportunity to purchase a Book Club in a Bag kit at a typical cost of \$100 per kit. Their name would then be included with the kit.

10. Media Packet

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

Adjournment:

L.Chrest/T. O'Connor moved to adjourn meeting at 6:00 p.m.. Passed unanimously.

Respectfully submitted by Kathy Bognanni for Linnea Chrest, Secretary.