

CARVER COUNTY LIBRARY SYSTEM

Minutes of the Regular Meeting
Waconia City Hall - Oak Room
4:30 p.m. Regular Board Meeting
April 11, 2017

Call to Order: Gwen Kuhrt called the meeting to order at 4:30 p.m.

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

Absent: Tom O'Connor

Library & Library Foundation Staff Present: Heidi Hoks (Library Director) ; Kathy Bognanni (CN/VC Branch Manager) ; Janet Karius (CH Branch Manager) ; Paul Ericsson (NYA, WT, WAC Branch Manager) ; Debbie Kitt (Library Systems Administrator) ; Mary Johnson (Library Foundation)

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

Absent: Nick Koltavy, Deputy Division Director

Approval of Agenda:

- *Linnea Chrest / Barbara Colhapp* to approve the agenda of the April 11, 2017 Library Board meeting. Passed unanimously.

Approval of Minutes of Meeting:

- *Barbara Colhapp / Linnea Chrest* moved to approve the minutes of the March 14, 2017 Library Board meeting as presented.

Public Comment / Introduction of Visitors:

Susan Arntz, Waconia City Manager was unable to attend the meeting due to a prior commitment.

Action Items – Approval of Policies:

- Branch Manager Janet Karius gave background information regarding the Library Foundation Policy. Discussion regarding the remaining steps in the process which will include approval by the County Board. *Wayne Mortenson / Barbara Colhapp* moved to approve the policy as presented. Passed unanimously
- Branch Manager Janet Karius gave background information on the Library Bylaws. Discussion regarding process for mileage reimbursement. *Linnea Chrest / Barbara Colhapp* moved to approve the policy as presented. Pass unanimously

Unfinished and New Business:

- Library Systems Administrator Debbie Kitt gave a presentation on the Minnesota Public Library Annual Report for 2016. *Wayne Mortenson / Linnea Chrest* moved to approve the report as presented. Pass unanimously. Library Board President Gwen Kuhrt signed the report.
- Library Director Heidi Hoks gave a training presentation on Budget: Salaries. Two handouts were provided.

- Library Director Heidi Hoks led a discussion regarding the five year extension of the lease with the City of Waconia. The Library Board provided Library Director Heidi Hoks with consensus to proceed with signing the lease renewal.
- Library Director Heidi Hoks led a discussion regarding the Library's Annual Report. Compliments were expressed to the Library's Communications Team for their work preparing the report.

Administrative Reports – Library Director's Report:

- Library Director Heidi Hoks gave an update on the Library's budget and year-to-date spending. The expenses for the RFID project and on-call staff for tagging was also reviewed.
- The Director's report also included discussion about Library Legislative Day, with compliments to Library Board Member Tom O'Connor for his contributions to the effort visiting with legislators.

Team Updates

- None scheduled for presentation

Administrative Reports – Division Deputy Director's Report:

- Division Deputy Director – none

Trustee and Commissioner Reports:

- Branch Reports were submitted in Board Packet.

Media Packet:

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

Adjournment:

The meeting was adjourned 6:07 p.m.

Next Meeting: Room at 4:30 pm on Tuesday, May 9, 2017 at Watertown City Hall.

Respectfully submitted by Paul Ericsson for Library Board Secretary