

CARVER COUNTY LIBRARY SYSTEM

Minutes of the Regular Meeting

Mayer City Hall

4:30 p.m. Regular Board Meeting

July 11, 2017

Call to order: Library Board president Gwen Kuhrt called the meeting to order at 4:32 p.m.

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

Absent: Wayne Mortensen, Tom O'Connor

Library Staff Present: Heidi Hoks (Library Director); Kathy Bognanni (CN/VIC Branch Manager); Paul Ericsson (NYA, WT, WAC Branch Manager); Janet Karius (CH Branch Manager); Tari Clay (Volunteer Coordinator)

County Staff & Officials Present: none

Absent: Gayle Degler (County Commissioner/Library Board Liaison, MELSA Advisory Board)

Nick Koktavy (Division Deputy Director)

Approval of Agenda: *Barbara Colhapp/Linnea Chrest* moved to approve the agenda of the July 11, 2017 Library Board meeting as presented. Passed unanimously.

Approval of Minutes of Meeting: *Barbara Colhapp/Linnea Chrest* moved to approve the minutes of the June 13, 2017, Library Board meeting as presented. Passed unanimously.

Public Comment/ Introduction of Visitors): none

Action items: none

Unfinished and New Business:

- **2018-2022 Strategic Plan planning outline:** Library Director Heidi Hoks presented the timeline for the 2018-22 Library Strategic Plan. She noted that the Library Board will see a draft of the Strategic Plan at the November meeting, and a report for acceptance at the December meeting.
- **Budget Training – Interest Related and Donation Related:** Library Director Heidi Hoks described interest related and donation related library budget categories and described the allowable use of funds in these categories.

- **Strategic Plan ½ Year Report Out** –Kathy Bognanni presented a mid-year progress report on the 2017 Library Strategic Plan Objectives. (attached)
- **Tax Assistance Program Report**—Tari Clay provided a written summary of the 2016 Tax-Aide program and answered questions. She mentioned that she usually has about 20 volunteers per year at five sites. This service is free to taxpayers and is targeted to elderly and low income persons. (Report attached)

Administrative Reports

- **Library Director’s Report and Budget Update.** The library director’s report is in the packet. Library Director Heidi Hoks said the library budget is on track. She noted a few categories that show high percentages of spent funds, such as OCLC and data processing that are one-time annual payments. She also described the status of the on-call budget.
- **Youth Services –Jodi Edstrom** This report will be presented at a future meeting.
- **Division Deputy Director** none

Trustee & Commissioner Reports

- Branch reports were submitted in the Board Packet.
- MELSA: none.
- Library Foundation of Carver County: none

Media Packet

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

Adjournment: *Linnea Chrest/ Barbara Colhapp* moved to adjourn the meeting at 5:46 p.m.

Next Meeting: Tuesday, August 8, 2017—Victoria Fire Hall