

CARVER COUNTY LIBRARY SYSTEM

Minutes of the Regular Meeting
Norwood Young America Library
4:30 p.m. Regular Board Meeting
June 13, 2017

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

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

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

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

Absent: Nick Koktavy, Deputy Division Director

Approval of Agenda:

- *Wayne Mortensen / Linnea Chrest* moved to approve the agenda of the June 13, 2017 Library Board meeting. Passed unanimously.

Approval of Minutes of Meeting:

- *Barbara Colhapp / Wayne Mortensen* moved to approve the minutes of the April 11, 2017 Library Board meeting as presented. Passed unanimously.

Public Comment / Introduction of Visitors:

Jim Weygand (President, Minnesota Library Trustees and Advocates) encouraged the Library Board to attend the Minnesota Library Association conference on October 5th and 6th.

Action Items:

- **MNLINK Server Site Agreement:** Library Director Heidi Hoks described the MNLINK server interlibrary loan service and the contents of the agreement under consideration. Director Hoks recommended adoption of the agreement to be a server site. *Linnea Chrest / Wayne Mortenson* moved to approve the MNLINK Server Site Agreement. Passed unanimously.
- **Library Closing for Public Services Division Meeting on October 10:** Director Heidi Hoks explained that the Public Services Division will be holding their second annual staff meeting the morning of October 10, 2017. *Linnea Chrest / Barbara Colhapp* moved that the libraries be closed from 10 am. to 1 pm. on October 10th so that staff may attend the Public Services Division meeting that morning. Passed unanimously.
- **Veteran's Day holiday:** Director Heidi Hoks described the need to reevaluate the Library holiday schedule for the days closed on and around Veteran's Day in November. The new proposal is to be closed both on the County observed holiday, Friday Nov. 10th and on Saturday, Nov. 11th, the actual Veteran's Day holiday. *Wayne Mortensen / Linnea Chrest* moved to approve the proposed closure on Friday, November 10th and Saturday, November 11th. Passed unanimously.

Unfinished and New Business:

- **Lynda.com:** Library Director Heidi Hoks informed the Library Board of a security breach at Lynda.com, a subscription database funded by MELSA and available through our Carver County Library website. MELSA moved quickly to investigate whether MELSA member libraries' data was compromised and determined that it was not.
- **2018-2022 Strategic Plan planning outline:** Library Director Heidi Hoks explained recent changes to the strategic plan development process and the planning outline will be presented at the July Board meeting.
- **Library Board coverage:** All County advisory committees are covered under the County's insurance policy to a specific amount. Director Hoks will report back to the Board on the specific amount at the July Library Board meeting.
- **Budget Training – Technology related:** Director Hoks explained the budget line items which report revenue and expenditures related to our technology budget.

Administrative Reports – Library Director's Report:

- Library Director Heidi Hoks gave an update on the Library's budget and year-to-date spending.

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 July 2017 Calendar and copies of press materials was submitted in the Board Packet.

Adjournment:

Barbara Colhapp / Linnea Chrest moved to adjourn the meeting at 5:40 p.m. Passed unanimously.

Next Meeting: Tuesday, July 11, 2017 at Mayer City Hall.

Respectfully submitted by Janet Karius for Library Board Secretary