

CARVER COUNTY LIBRARY SYSTEM

Minutes of the Regular Meeting
Chanhassen Longfellow Room
4:30 p.m. Regular Board Meeting
November 14, 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, Tom O'Connor.

Absent:

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) ; Kristin Hahn (Team Chair Collection Team).

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

Guests:

Approval of Agenda:

- *Tom O'Connor / Wayne Mortensen* moved to approve the agenda of the November 14, 2017 Library Board meeting. Passed unanimously.

Approval of Minutes of Meeting:

- *Barbara Colhapp / Wayne Mortensen* moved to approve the minutes of the October 10, 2017 Library Board meeting as presented. Passed unanimously.

Public Comment / Introduction of Visitors:

- No visitors present.
- Todd Gerhardt, Chanhassen City Manager, was not able to attend the meeting.

Action Items

- Library Director Heidi Hoks provided a presentation on the 2018-2022 Strategic Plan. *Wayne Mortenson / Barbara Colhapp* moved to approve the 5 year Strategic Plan 2018-2022 as presented. The motion passed unanimously.
- *Tom O'Connor / Barbara Colhapp* moved to cancel the regularly scheduled December 12, 2017 meeting. The motion passed unanimously.

Unfinished and New Business:

- Library Director Heidi Hoks gave a report on the Library Foundation's recent fall fundraising event.
- Library Director Heidi Hoks reviewed the report that was included in the Board packet on staff attendance at the MN Library Association's annual conference.
- Manager Liaison to the Youth Services Team Paul Ericsson gave a report on the 2017 Teen Fine Waiver initiative.
- Library Director Heidi Hoks gave a report on the CIP budget for 2019 and 2020, including information about the Chaska Library building program.

- Library Director Heidi Hoks gave a report on the proposed FTE's for 2019.
- The Board bid farewell to Board members Linnea Chrest and Wayne Mortenson, as their terms end in December and this was their last meeting (December meeting cancelled). The Library Board and Library Director Heidi Hoks thanked them for their years of service to the Library.
- The retirement of Branch Manager Kathy Bognani was announced and the Board was invited to attend the retirement reception that will be held for Kathy on Wednesday December 13, 2017. Her last day at work will be Friday December 15, 2017.

Administrative Reports – Library Director's Report:

- Library Director Heidi Hoks gave an update on the Library's budget and year-to-date spending.
- The Director's report also included discussion about circulation statistics and the RFID project

Team Updates

- Kristin Hahn, Chairperson of the Collection Team, gave a presentation about the work of the Team, and about projects that the team worked on in 2017, and looking ahead to 2018. She also reviewed the funding for various components of the collection

Administrative Reports – Division Deputy Director's Report:

- None

Trustee and Commissioner Reports:

- Branch Reports were submitted in Board Packet.

Media Packet:

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

Adjournment:

Barbara Colhapp / Linnea Chrest moved to adjourn the meeting at 6:00 p.m. Passed unanimously.

Next Meeting: Tuesday January 9, 2018 at 4:30 p.m. in the Chanhassen Library Longfellow Room.

Respectfully submitted by Paul Ericsson for Library Board Secretary