

CARVER COUNTY LIBRARY SYSTEM

Minutes of the Regular Meeting
Watertown Library – City meeting room
4:30 p.m. Regular Board Meeting
May 8, 2018

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

Board Members Present:, Gwen Kuhrt, Barb Colhapp, Donna Stacken, Frank Foss

Absent: none (vacancy)

Library Staff Present: Heidi Hoks (Library Director) ; Janet Karius (Chaska Branch Manager) ; Paul Ericsson (Norwood Young America, Watertown, Waconia Branch Manager) ; Patrick Jones (Chanhassen, Victoria Branch Manager)

County Staff & Officials: none

Guests: Shane Fineran (Watertown City Administrator)

Approval of Agenda:

- *Frank Foss / Donna Stacken* moved to approve the agenda of the May 8, 2018 Library meeting with the spelling correction of Donna's name. Passed unanimously.

Approval of Minutes of Meeting:

- *Barb Colhapp / Frank Foss* moved to approve the minutes of the April 10, 2018 Library Board meeting as presented. Passed unanimously.

Public Comment / Introduction of Visitors:

- Shane Fineran, Watertown City Administrator provided a report on the City of Watertown indicating it has been a busy time for development with 45 new housing starts last year and 18 so far this year. The City Council has been focusing on waste water treatment and economic development. There is also attention paid to housing facilities for the senior population.

Action Items

- **Change of November close for Library Staff meeting:** *Barb Colhapp / Gwen Kuhrt* moved to change the date the libraries close for the All Staff meeting from Friday, November 9th to Friday, November 2nd. Passed unanimously.

Unfinished and New Business:

- **Minnesota Library Trustees Handbook Review:** The review of the Handbook will be postponed until the Library Board position held by Tom O'Connor is filled.
- **Library Annual Report:** Library Director Heidi Hoks shared the 2017 Annual Report produced by the Library Communications Team. She called attention to the new strategic plan's focus on promises to our community with related activities and key statistics from the past year. There was a discussion on methods for getting news about the Library to new residents.

Administrative Reports – Library Director’s Report:

- Library Director Heidi Hoks gave an update on the Library’s budget remarking that the 2017 budget was finalized and the 2018 budget reflects any rollovers from the previous year.
- A document titled “Carver County Library Fiction and Non-Fiction Collection Analysis, Years 2015-2017” prepared by Katherine Bauer was discussed.

Team Updates -none

Trustee and Commissioner Reports:

- Branch Reports were submitted in Board Packet.
- A brief report from MELSA executive director, Ken Behringer on an extension to the online homework help service, HelpNow was included in the Board Packet.

Media Packet:

- The Media Packet with the copies of press materials was submitted in the Board Packet.

Adjournment:

- Meeting adjourned at 5:52 p.m.

Next Meeting: Tuesday June 12 at 4:30 p.m. in the Norwood Young America Library

Respectfully submitted by Janet Karius for Library Board Secretary.