

CARVER COUNTY LIBRARY SYSTEM

Minutes of the Regular Meeting
Victoria Recreation Center in Victoria
4:30 p.m. Regular Board Meeting
August 14, 2018

Call to Order: Gwen Kuhrt called the meeting to order at 4:34 p.m.

Board Members Present:, Gwen Kuhrt, Barbara Colhapp, Matt Udermann, Frank Foss

Absent: Donna Stacken

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); Cindy Lowe (Communications Team Chair and Norwood Young America Children's Librarian)

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

Guests: Doug Reeder (Victoria Interim City Manager)

Approval of Agenda:

- *Frank Foss / Barbara Colhapp* moved to approve the agenda of the August 14, 2018 Library meeting with a postponement of the group photo (4.2) and the Board Training (6.1). Passed unanimously.

Approval of Minutes of Meeting:

- *Matt Udermann / Gwen Kuhrt* moved to approve the minutes of the July 10, 2018 Library Board meeting as presented. Passed unanimously.

Public Comment / Introduction of Visitors:

- Doug Reeder, the Victoria Interim City Manager spoke on community development and current city staffing status for the city of Victoria. There will be a search for a new city manager in early 2019. They have a fully staffed volunteer fire department. Development continues to be very strong and growth particularly to the south and east of Victoria. Road improvement is planned for heavily used unpaved roads in the area.

Action Items

- No action items

Unfinished and New Business:

- **Minnesota Library Trustees Handbook Review:** postponed
- **MLA Conference:** Library Director Heidi Hoks provided a list of sessions planned for this year's Minnesota Library Association conference to be held in St. Cloud on October 11th and 12th. Interested Board members should let Administrative Assistant Susan Blotz know by September 5th if they would like to attend so that they could be registered at early bird rates. Director Hoks highlighted programs that may be of interest to Board members.

Administrative Reports – Library Director’s Report:

- Library Director Heidi Hoks gave an update on the Library’s budget
- A document on security policy and trespassing procedures for adult library users was presented and discussed.

Team Updates –Communication Team report:

- Cindy Lowe, Communications Team chair presented an overview of communication activities in the Library system. She shared promotional and informational materials generated by this Team. Manager liaison, Paul Ericsson shared a recently produced OLC report on current public library marketing.

Trustee and Commissioner Reports:

- Branch Reports were submitted in Board Packet.

Media Packet:

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

Adjournment:

Barbara Colhapp / Frank Foss moved to adjourn meeting at 6:05 p.m. Passed unanimously.

Next Meeting: Tuesday September 11 at 4:30 p.m. in the Waconia Library meeting room

Respectfully submitted by Janet Karius for Library Board Secretary.