

CARVER COUNTY LIBRARY SYSTEM

Minutes of the Regular Meeting
Waconia Library
4:30 p.m. Regular Board Meeting
September 11, 2018

Call to Order: Gwen Kuhrt called the meeting to order at 4:32 p.m.

Board Members Present: Gwen Kuhrt, Barbara Colhapp Donna Stacken, Matt Udermann,

Absent: Frank Foss

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: Gayle Degler (County Commissioner / Library Board Liaison)

Guests: Jim Weygand

Approval of Agenda:

- *Barbara Colhapp / Matt Uldermann* moved to approve the agenda of the September 11, 2018 Library Board meeting with a postponement of the group photo . Passed unanimously.

Approval of Minutes of Meeting:

- *Barbara Colhapp / Matt Uldermann* moved to approve the minutes of the August 14, 2018 Library Board meeting as presented. Passed unanimously.

Public Comment / Introduction of Visitors:

- Jim Weygand discussed MLA and MALF conferences.

Photograph of new Board

- Postponed

Action Items

- **Establish 2019 Board Meeting, Dates, Times, and Locations.** *Donna Stacken/Matt Uldermann* moved to approve. Passed unanimously.
- **Establish Library Holidays, Training, and Hours.** *Barb Colhapp /Donna Stacken* moved to approve. Passed unanimously.
- **Policy Review and Adoption:** Reviewed donation and fines/fee policies. *Barb Colhapp / Matt Uldermann* moved to approve. Passed unanimously.

Unfinished and New Business:

- **Board Training -- Minnesota Library Trustees Handbook Review:** Library Director Heidi Hoks led Board through training using *Minnesota Library Trustees Handbook* detailing various aspects of library landscape in MN and role of Carver County Library Board ending with engagement exercise.

Administrative Reports – Library Director’s Report:

- Library Director Heidi Hoks gave an update on the Library's budget
- Library Director Heidi highlighted aspects of her written director's report

Division Deputy Director

- Did not attend

Trustee and Commissioner Reports:

- Branch Reports were submitted in Board Packet.
- Barb Colhapp reported on upcoming Foundation fund raising activity

Media Packet:

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

Adjournment:

Donna Stacken / Barbara Colhapp moved to adjourn meeting at 6:02 p.m. Passed unanimously.

Next Meeting: Tuesday October 9, 2018 at 4:30 p.m. in Cologne City Hall

Respectfully submitted by Patrick Jones for Library Board Secretary.