

CARVER COUNTY LIBRARY SYSTEM

Minutes of the Regular Meeting
City of Carver, Carver Place
4:30 p.m. Regular Board Meeting
March 12, 2019

Call to Order: Matt Udermann called the meeting to order at 4:30 p.m. A quorum was met.

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

Absent: Donna Stacken,

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

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

Approval of Agenda:

- *Gwen Kuhrt / Frank Foss* moved to approve the agenda of the March 12, 2019 Library Board meeting. Passed unanimously.

Approval of Minutes of Meeting:

- *Barbara Colhapp / Frank Foss* moved to approve the minutes of the February 12, 2019 Library Board meeting as presented. Motion approved unanimously.

Public Comment / Introduction of Visitors:

- Carver Mayor Courtney Johnson provided an update on the City of Carver including the focus on potential flooding and preparations being made. New developments include an assisted living/memory care facility, new industry and the city hall under construction. Mayor Johnson said she would help us look into the hours that the SouthWest Transit station in Carver are open to the public related to our Carver Express lockers accessibility.

Action Items:

- Policies Review and Approval. Janet Karius provided background regarding two policies:
Data Privacy Policy. No changes recommended. *Frank Foss / Barbara Colhapp* moved to approve the policy as presented. Motion approved unanimously.
Establishment and/or Expansion of Branch Libraries. Frank Foss noted that on 3rd page of policy under Local City Council responsibilities, insurance on “county” owned contents should be corrected to “city” owned contents. *Gwen Kuhrt / Frank Foss* moved to approve the policy as corrected. Motion approved unanimously.
- Hours Change vs Hours Promotion. Tabled to next month.
- Library Foundation Liaison. Barb Colhapp resigned from serving as liaison between Library Board and the Library Foundation. Gwen Kuhrt volunteered to serve. *Frank Foss / Barbara Colhapp* moved to approve the reassignment. Passed unanimously.

Unfinished and New Business:

- Winter Reading Program Report. Janet Karius, management liaison for the Adult Services Team presented a report on the recent Adult Winter Reading program that occurred in all branches in January and February. She noted the increase of participation at all branches and evidence that younger adults were also participating more. The benefits of using the Beanstack online tool may have contributed to the increases.
- Discuss Library Legislative Day. Three Legislators met with representatives from Carver County Libraries to discuss library issues. Current library issues include increases in funding, changes in the funding formula, providing stability for Legacy funding, and broadening the definition of LSTA funding.
- Discussion topics for future meetings. Added to the topics identified at the last Board meeting were the Law Library and Disaster and Recovery Planning.

Administrative Reports – Library Director’s Report:

- The Library Director’s report and budget report were submitted in Board Packet and reviewed at the meeting. Heidi Hoks highlighted and answered questions.

No Team Updates

Trustee and Commissioner Reports:

- Branch Reports were submitted in the Board Packet and highlights provided by Branch Managers.
- Library Foundation – Barbara Colhapp provided a report on the Library Foundation mentioning the current ask for funding for additional memory care kits.

Media Packet:

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

Adjournment:

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

Next Meeting: Waconia Library Activity Room at 4:30 pm on Tuesday, April 9, 2019

Respectfully submitted by Janet Karius for the Library Board Secretary