

## CARVER COUNTY LIBRARY SYSTEM

Minutes of the Regular Library Board Meeting  
Waconia Library Activity Room  
April 9, 2019  
4:30 p.m.

**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, Donna Stacken, Matt Udermann

**Absent:**

**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:**

**Other:** Jim Weigand, Susan Arntz

### Approval of Agenda:

- *Donna Stacken / Barbara Colhapp* moved to approve the agenda of the April 9, 2019 Library Board meeting. Passed unanimously.

### Approval of Minutes of Meeting:

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

### Public Comment / Introduction of Visitors:

- Waconia City Administrator Susan Arntz gave an update on news items and developments in the City of Waconia, including discussion of the extended closing of Waconia Parkway N. in order to repair the road surface and drainage. Ms. Arntz also provided an update on building and housing development, the vacancy to the Mayor position, and new businesses coming to the City. Q&A followed.

### Action Items:

- Policies Review and Approval.
  - Janet Karius provided background regarding the “Public Conduct in The Library” policy. Corrections were recommended. *Donna Stacken / Gwen Kuhrt* moved to approve the policy with corrections. Motion approved unanimously.

**Action Items continued:**

- Janet Karius provided background regarding the “Unattended Child / Vulnerable Adult” policy. *Gwen Kuhrt / Frank Foss* moved to approve the policy as presented. Motion approved unanimously.
- Janet Karius provided background regarding the “Programming” policy. *Barbara Colhapp / Frank Foss* moved to approve the policy as presented. Motion approved unanimously.

**Unfinished and New Business:**

- State report. Heidi Hoks distributed copies of the State Report for 2018 and reviewed the report with the Board. Discussion followed. The negative numbers in the report, such as on pg. 1, were questioned as likely being inaccurate. It was theorized that the negative numbers may be the result of a spreadsheet error. Heidi will investigate these numbers immediately and make corrections as necessary. These corrections will be made prior to Library Board President Matt Udermann signing the report and the report being submitted to the State. The revisions will also be brought to the Board at the next Library Board meeting.
- Discussion topic for the meeting: Library hours of service. Brainstorming and discussion followed

**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.

**Media Packet:**

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

**Adjournment:**

*Frank Foss / Donna Stacken* moved to adjourn meeting at 6:05 p.m. Passed unanimously.

**Next Meeting:** Watertown City Hall (309 Lewis Ave SW, Watertown MN) at 4:30 pm on Tuesday, May 14, 2019

Respectfully submitted by Paul Ericsson for the Library Board Secretary