

CARVER COUNTY LIBRARY SYSTEM

Minutes of the Regular Library Board Meeting
Victoria Fire Hall meeting room
August 13, 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: Frank Foss, Gwen Kuhrt, Donna Stacken, Matt Udermann

Absent: Barbara Colhapp

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

County Staff & Officials:

Other: Dana Hardie, Victoria City Manager

Approval of Agenda:

- *Frank Foss / Gwen Kuhrt* moved to approve the agenda of the August 13, 2019 Library Board meeting. Passed unanimously.

Approval of Minutes of Meeting:

- *Frank Foss / Gwen Kuhrt* moved to approve the minutes of the July 9, 2019 Library Board meeting as presented, noting that in the section **Other** the name spelling Weigand needs to be corrected to Weygand. Motion approved unanimously.

Public Comment / Introduction of Visitors:

- Board President Matt Udermann called for public comment, and then closed the agenda for public comment, with no one from the public requesting to comment.
- Victoria City Administrator Dana Hardie gave an update on news items and developments in the City of Victoria including the first four months of her tenure as City Administrator. She discussed turnover in City staff and team building efforts with staff and the new City Council positions. She also reviewed the four goals in the City's strategic planning: expanding financial base; diversifying housing; building infrastructure, and adopting guiding principles, policies and other "housekeeping" tasks. Q&A followed.

Action Items:

- The location of the September Library Board meeting was discussed. *Frank Foss / Gwen Kuhrt* moved to change the meeting location to the Law Library at the Carver County Government Center. Motion approved unanimously.

Unfinished and New Business:

- Budget progress to date. Items that were discussed included:
 - The staffing proposals for a 28 hour Associate Librarian, a full time Library Assistant and a part time shelver were not successful
 - Furniture replacement proposal
 - Contract costs are creeping upward, especially for tech contracts. This has not been an increase in services, but rather cost increases for existing service levels
 - A proposal to increase funding for non-fiction books did not make it, but so far the proposal to increase funding for eResources is still moving forward
 - The budget worksheets for 2021 are now being prepared by Branch Managers
- Review of Strategic Plan progress to date.
 - Note correction to page 9: should be 1,000 books (not 10,000 books)
- Attendance at MLA annual conference discussed
- Discussion topic for the meeting:
 - Disaster planning. County's Continuity of Operations (COOP) is being prepared. The Library is not one of the departments that is in the first round of planning but will come later.
 - Follow ups
 - 24x7 libraries. Matt Udermann provided a preliminary spoken report on this topic. He plans to provide a white paper on the topic at an upcoming meeting. Frank Foss provided additional comments.
 - Fake News educational opportunities. An update was provided on the upcoming classes taught by TCMA and also about the NewsGuard tech solution.
 - Library usage patterns. A handout on this topic was provided

Administrative Reports – Library Director's Report:

- The Library Director's report and budget report were submitted in Board Packet and reviewed at the meeting.

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:

- *Donna Stacken / Frank Foss* moved to adjourn meeting at 6:15 p.m. Passed unanimously.

Next Meeting: September 10, 2019 at the Law Library (located in the Lower Level of the Judicial Building in the Carver County Government Center, 604 E. Fourth St., Chaska, MN 55318)

Respectfully submitted by Paul Ericsson for the Library Board Secretary