

CARVER COUNTY LIBRARY SYSTEM

Minutes of the Regular Library Board Meeting
Law Library - Oak Lake Conference Room – Carver County Government Center
September 10, 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, Donna Stacken, Matt Udermann

Absent: Barbara Colhapp, Gwen Kuhrt

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); Elissa Bless (Law Library Paralegal)

County Staff & Officials: Gayle Degler (Commissioner); Nick Koktavy (Assistant County Administrator)

Other: Jim Weygand, Terry Zellman, Bill Gingerich

Approval of Agenda:

- *Donna Stacken / Frank Foss* moved to approve the agenda of the September 10, 2019 Library Board meeting. Passed unanimously.

Approval of Minutes of Meeting:

- *Frank Foss / Donna Stacken* moved to approve the minutes of the August 13, 2019 Library Board meeting as presented. Motion approved unanimously.

Public Comment / Introduction of Visitors:

- Carver County Law Library Paralegal, Elissa Bless, gave an update and overview of the services that are now being offered at the Law Library after her initial 15 months within the position. Elissa has acquired a volunteer attorney for 2-hour law clinics. Satellite clinics are also being offered at the Waconia and Watertown Libraries. Additionally, criminal expungement law clinics are being offered. Elissa shared that she is working on an opportunity to be able to have an attorney present classes on family law or probate. She explained how the Law Library is funded, as well what types of computer terminals are available for research inside the Law Library. Q&A followed.
- Board President Matt Udermann called for public comment.
- Terry Zellman and Bill Gingerich from the SMARTS Radio Club and licensed amateur radio users, came forward to present their experience and discontent in donating an amateur radio book kit of 13 titles to the library system. Donation policies were not followed correctly, therefore resulting in the books going into the book sale. Bill has donated an additional 4 titles. Patrick Jones reported they will eventually be catalogued, additional titles will be investigated, and the parent company will be asked for an outright donation of the original kit. Patrick reported the donation policy has also been reviewed and sent to all staff. Donna Stacken expressed apologies.
- Jim Weygand shared a reminder about the Minnesota Library Association Conference on September 19-20.

Action Items:

- Policy Review – Meeting Room Policy. Jodi Edstrom noted changes being recommended by the Library Management Team for approval. Matt Udermann expressed concerns regarding meeting rooms not being allowed for birthday parties. Frank Foss offered additional comments. Patrick Jones will research other library and public space policies. Further discussion tabled until next month.
- 2020 Board Meeting Dates, Times, and Locations. Tabled until next month.
- Establish Library Holidays/Training/Hours. *Donna Stacken / Frank Foss* moved to approve the schedule. Passed unanimously.
- Approval of Fines and Fees Schedule. *Matt Udermann / Donna Stacken* moved to approve the changes. Passed unanimously.
- Acceptance of Gift. *Frank Foss / Donna Stacken* moved to donate the Chanhassen Dinner Theatre Tickets that were gifted to the Library Foundation for a silent auction. Passed unanimously.

Unfinished and New Business:

- Cluster Feature: Chanhassen & Victoria Libraries.
 - Review for next month and ask questions at that time
- Library Attendance at MLA Conference Reminder
 - Previously reviewed by Jim Weygand
- Discussion Items:
 - Follow-Up
 - 24/7 libraries' White Paper. Matt Udermann provided a white paper presentation and summarized its contents. Further discussion and questions to be held next month. Additional documentation shared by Heidi Hoks which included Scott County study results and a recent article from American Libraries Association. Nick Koktavy provided additional comments regarding security cameras in the county.

Administrative Reports – Library Director's Report:

- The Library Director's report and budget report were submitted in Board Packet.

No Team Updates

Division Director

- Nick Koktavy summarized the 2020 County budget and levy being set on September 17. The library's budget will include operating expenses for leasing the Chaska Admin office, technology increases, e-resources, and continued commitment for capital funds to cover yearly furniture library improvements. No staffing requests will be supported. Nick also reported on the recruitment process for the Deputy Division Director for Public Services. Additionally, Nick shared information regarding the County's Master Space Plan for County building growth over the next 30 years. Plans to include a move off campus for Health and Human Services and to be adjacent with the License Center in the current bus garage space in downtown Chaska. Closed meetings for the County and School Boards are currently being held for purchase of the bus garage space. If the License Center moves as planned, this can make way for the new Chaska Library. A Letter of Intent is underway to the City of Chaska to purchase the License Center lot.

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:

- *Matt Udermann / Donna Stacken* moved to adjourn meeting at 6:30 p.m. Passed unanimously.

Next Meeting: October 8, 2019 at 4:30 p.m. at the City of Cologne, City Hall Conference Room

Respectfully submitted by Jodi Edstrom for the Library Board Secretary