

CARVER COUNTY LIBRARY SYSTEM

Minutes of the Regular Library Board Meeting
Waconia Library Activity Room
November 12, 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: (note one Library Board seat not filled)

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); Donna Peterson (Collection Team)

County Staff & Officials: Gayle Degler, County Commissioner

Other:

Approval of Agenda:

- *Gwen Kuhrt / Donna Stacken* moved to approve the agenda of the November 12, 2019 Library Board meeting, noting that the Collection Team Report (item 7.1) will be moved to the beginning of the meeting. Passed unanimously.

Approval of Minutes of Meeting:

- *Frank Foss / Gwen Kuhrt* moved to approve the minutes of the Sept. 10, 2019 and October 8, 2019 Library Board meetings as presented. 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.
- Board President Matt Udermann asked Branch Manager Patrick Jones to provide an update on the issue about donations that had been raised during public comment by the SMARTS Radio Club at the September 10 meeting. It was noted that a formal reply had been provided to the Radio Club and that their donations were added to the collection.

Administrative Reports – Collection Report:

- Donna Peterson, Chair of the Library's Collection Team, expanded on the written report that was provided in the Board Packet. She noted with thanks the donations by the local Friends of the Library groups to the Your Lucky Day collections at each library, and thanks to the Library Foundation and to Library Director Heidi Hoks for their support for the collections. Discussion followed with questions and answers about topics including circulation, weeding, streaming services for non-print collections, ebook services, outreach collections, purchasing materials about topical issues such as opioid crisis.

Action Items:

- Policy review.
 - Meeting Room Policy.
 - Changes from the discussion at the previous meeting were reviewed. Discussion by Patrick Jones about similar policies at other library systems. Handout with comments by Frank Foss.
 - Clarification by Gwen Kuhrt about whether the policy will allow for, or not allow for use of meeting rooms for personal events such as birthday parties and bridal showers. Discussion followed. Motion by *Gwen Kuhrt / Frank Foss* to clarify that the wording will not allow for personal parties. Motion approved by 3, apposed by 1, motion carried.
 - Clarification about incorporating wording in paragraph 4 and other points.
 - Policy tabled with intent to review one final time and present at January 2020 Library Board meeting.
 - Internet and Wireless Acceptable Use Policy. Jodi Edstrom presented policy that is recommended by staff with no changes. Discussion on signage with affirmation that user must accept the policy when logging on to internet computers. Motion by *Donna Stacken / Frank Foss* passed unanimously.
- 2020 Board meeting dates, times and locations
 - City of Carver location has now been confirmed as the Church By The River.
 - Remaining dates and locations were confirmed as shown on handout.
 - Motion by *Gwen Kuhrt / Donna Stacken* passed unanimously.
- Cancel December 10, 2019 meeting. Suggestion brought by Library Director Heidi Hoks to cancel the December 10, 2019 Library Board meeting. This has been done in previous years and the agenda for the December meeting can be postponed to January. Motion by *Gwen Kuhrt / Frank Foss* passed unanimously.
- After hours programming pilot project request. Heidi Hoks and Jodi Edstrom made proposal for extending hours at the Chaska Library for teen tabletop gaming program series. The recommendation is for this series to serve teens on Friday evening once a month “after hours” until 6:00 p.m. to accommodate after school student schedules. Question about budget impact, which is none – staff schedules will be adjusted within budget hours and Friends group will donate funds for purchase of program supplies. Motion by *Gwen Kuhrt / Frank Foss* passed unanimously.
- Appoint 2021 Budget Committee. Heidi Hoks reviewed tasks for the committee. Donna Stacken and Matt Udermann volunteered to serve on this committee. Motion by *Gwen Kuhrt / Donna Stacken* passed unanimously.

Unfinished and New Business:

- Cluster Feature: Chanhassen & Victoria Libraries. Report by Patrick Jones including handout with additional highlights on staff assignments in addition to staff responsibilities at the public service desks.
- Board vacancy suggestions to replace Barb Colhapp.
 - Commissioner Degler gave update on process to-date.
 - Discussion about appropriate ways to recruit for position.
- Discussion about having a student representative on the Board. Motion by *Matt Undermann / Donna Stacken* to explore concept passed unanimously. Donna to next work on details of proposal.

Unfinished and New Business cont.. :

- Discussion items:
 - Follow ups: 24x7 libraries. Matt Udermann reviewed his white paper on this topic. Discussion followed. Board will continue to look to ways to expand hours of service including how a 24x7 concept can be incorporated into the planning for the new Chaska Branch building.
- MLA Reports. Library Director Heidi Hoks reviewed and answered questions about the conference reports that were included in the Board packet.
- Teen Read Month Report. Paul Ericsson, Manager liaison to the Youth Services Team, provided a written report about the Teen Fine Waiver initiative, which is one component of the Teen Read Month. Also review of some of the teen programming that occurred in October.

Administrative Reports – Library Director’s Report:

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

Trustee and Commissioner Reports:

- Branch Reports were submitted in the Board Packet and highlights provided by Branch Managers.
 - Chanhassen & Victoria special mention of the media coverage of the Memory Maker kits collection
 - Chaska special mention of squad car storytime along with teen vinyl cutter program
 - NYA special mention of Friends of the Library fall booksale and craft sale
 - Waconia special mention of Library outreach at the High School Career Expo and new YS staff Susie Wulf
 - Library Foundation highlights provided by Gwen Kuhrt including information about plans for fund raising event with Chanhassen Dinner Theater

Media Packet:

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

Adjournment:

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

Next Meeting: January 14, 2020 at the Chanhassen Library Longfellow Room.

Respectfully submitted by Paul Ericsson for the Library Board Secretary