

CARVER COUNTY LIBRARY SYSTEM

Minutes of the Regular Library Board Meeting
Chanhassen Library Longfellow Meeting Room
January 14, 2020, 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, Jan Melchert

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); Jessica Roschen (Community Engagement Coordinator); Maren Wilbur (Adult Services Team chair)

County Staff & Officials: Gayle Degler, County Commissioner

Other: Jim Weygand

New Board Member

- New board member Jan Melchert was introduced to Library Board and staff. She provided information on her background and lifelong passion for reading and literacy.

Approval of Agenda:

- *Gwen Kuhrt / Frank Foss* moved to approve the agenda of the January 14, 2020 Library Board meeting. Motion approved unanimously.

Approval of Minutes of Meeting:

- *Frank Foss / Gwen Kuhrt* moved to approve the minutes of the November 12, 2019 Library Board meeting as presented. Motion approved unanimously.

Public Comment / Introduction of Visitors:

- Jake Foster, Assistant City Manager of Chanhassen, presented on developments in the city such as new business, new residential construction, road improvements, and changes at City Hall.
- Jessica Roschen, Community Engagement Coordinator, introduced herself, provided information on her experience, and outlined her priority projects.
- Board President Matt Udermann called for public comment with no one from the public requesting to comment. Udermann commented on his attendance at Chaska Friends of the Library meeting.

Administrative Reports – Adult Services Team:

- Maren Wilbur, Adult Services Team chair, described the work of the team with a summary of program highlights, such as author visits, Winter Reads, music programs, and arts program. She further highlighted outreach activities and partnerships. She concluded by noting work of team as related to the Library's strategic plan.

Action Items

- Election of Officers: *Gwen Kuhrt / Frank Foss* nominated Matt Udermann for President and Donna Stacken for Secretary. Nominations approved unanimously.

- Election of Library Foundation Liaison: *Matt Udermann / Frank Foss* nominated Gwen Kuhrt. Nomination approved unanimously.
- Policy Reviews
 - Meeting Room Policy: *Gwen Kuhrt / Frank Foss* moved to approve– with clerical corrections as noted – the meeting room policy. After discussion, motion approved unanimously.
 - Public Conduct Policy: *Gwen Kuhrt / Donna Stacken* moved to approve public conduct policy. After discussion, motion approved unanimously.
- Amnesty week: Hoks and Jones proposed Library offer a one-week fine amnesty program in 2019. *Gwen Kuhrt / Frank Foss* moved to endorse the County Board approving such a program. After discussion, motion approved unanimously.
- Acceptance of life insurance policy: Hoks stated that Library was named as beneficiary of life insurance policy which would go to Carver County Library Foundation. *Frank Foss / Gwen Kuhrt* moved to accept gift. After discussion, motion approved unanimously.
- Acceptance of estate portion: Hoks stated that Library is to receive as a gift a portion of an estate. Discussion of how to allocate dollars from this estate to be discussed at future board meeting. *Frank Foss / Gwen Kuhrt* moved to accept gift. After discussion, motion approved unanimously.

Unfinished and new business

- No discussion or motions. Documents regarding unfinished and new business in the Board Packet.

Administrative reports

- Adult Services Team report given earlier in meeting. No other oral reports. Director's written report and budget update in Library Board packet. No report from Division Director.

Trustee and Commissioner Reports

- Edstrom, Ericsson, and Jones reported on highlights of branch libraries.
- Degler reported that MELSA meeting was scheduled for January 15, 2020.
- Kuhrt reported on previous Library Foundation meeting and change in plan for fund raiser.

Media Packet:

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

Adjournment:

- *Jan Melchert / Frank Foss* moved to adjourn meeting at 6:05 p.m. Motion approved unanimously.

Next Meeting: February 11, 2020 at 4:30 at Chaska City Council chambers

Respectfully submitted by Patrick Jones for the Library Board Secretary.