

Carver County Library System

Minutes of the Regular Meeting
Waconia City Conference Room
4:30 P.m. Regular Board Meeting
April 12, 2016

Call to order: Library Director, Heidi Hoks, called the meeting to order at 4:30 p.m..

Board Members Present: Barbara Colhapp, Gwen Kuhrt, Wayne Mortensen

Absent : Jim Weygand, Linnea Chrest

Library staff present: Heidi Hoks (Library Director), Kathy Bognanni (CN/VIC Branch Manager), Janet Karius (CH Branch Manager), Paul Ericsson (NYA, WT, WAC Branch Manager), Suzanne Hunt (Librarian), Maren Wilbur (Librarian).

County Staff & Officials present : Gayle Degler (County Commissioner/Library Board Liaison, MELSA Advisory Board) **Absent:** Nick Koktavy (Deputy Division Director)

Approval of Agenda:

- *Wayne Mortensen/Barbara Colhapp* moved to approve the agenda of the April 12, 2016 Library Board meeting as presented. Passed unanimously.

Approval of Minutes of Meeting:

- *Gwen Kuhrt/ Wayne Mortensen* moved to approve the minutes of the March 8, 2016 Library Board meeting as presented. Passed unanimously.

Introduction of Visitors :

Andrea Smith of Chaska asked to address the Library Board on the topic of the Victoria Library collection. She expressed concern that books in the Victoria Library opening day collection are restricted to walk-in use one year after the library opened. She asked that the library make these items available to be placed on hold and sent to all Carver County libraries. Library Director, Heidi Hoks, responded that the model for the Victoria Library is still in the pilot stage and will be studied, including assessing the results of a public survey to be conducted in the next month. Commissioner Degler asked questions about the library timetable and plans for the survey. He expressed interest in having the evaluation done soon. Victoria Library Branch Manager, Kathy Bognanni, gave a brief explanation of the original concept for the Victoria Library.

Action items:**Approval of State Report:**

- Library Director, Heidi Hoks, described the annual report contents. The annual report was in the board packet. *Gwen Kuhrt/ Wayne Mortensen* moved to approve submission of the Minnesota Public Library Annual State Report. Passed unanimously.

Approval of Policies:

- Review of Public Conduct in the Library Policy: Wayne Mortensen suggested corrections to the first two examples.
- Review of Unattended Vulnerable Children and Adults Policy

Barbara Colhapp/ Wayne Mortensen moved to approve the two public policies as amended. Passed unanimously.

Unfinished and New Business:

- Library Website update and overview. Suzanne Hunt gave a website report and showed the new Library homepage design developed with Vision Internet. She gave the target launch date as June 30, 2016.
- Budget Work Session: Library Director Heidi Hoks presented additional library funding requests to the library board for their approval before requesting the funds for the library in the 2017 county budget. The additions include \$5,040 for e-audiobooks, \$12,000 for streaming video (Hoopla) for the first year of a 2 year contract, and \$16,200 to maintain the Hold ratio (low end).

Barbara Colhapp/Gwen Kuhrt moved to give approval for the library director to present the additional library funding requests for the 2017 county budget. Passed unanimously.

- Strategic Plan Goals and Action Plan components. Kathy Bognanni gave a review of the five year Carver County Library strategic plan and presented the 2016 Strategic Plan Objectives. (see attached).

Administrative Reports:

- The Budget Report and the Library Director's Report were submitted in the Board Packet. Library Director, Heidi Hoks, gave the board information about the computer worm that has been affecting library computers in the last week.

Team Updates:

- The Youth Services Team presentation was given by Maren Wilbur, chair of the Youth Services Team.
 - In 2015, the team focused on expanding community partnerships and transforming spaces and experiences. Outreach, new partnerships with schools, and relationships with community agencies were noted. Highlights from youth programming were given including new storytimes , STEAM activities, and technology based programs at Victoria.
 - In 2016, the team will work on enhancing access to collections and technology, and transforming spaces and experiences. Objectives will include web redesign work, a chromebook grant, and eAudiobook purchases. Development of the Waconia Makerspace, remodel of the Chanhassen children’s area, and program assessment will be part of 2016 team emphasis.

Administrative Reports—Division Deputy Director’s Report:

- Division Deputy Director—no report

Trustee and Commissioner Reports:

- Branch Reports were submitted in Board Packet.

Service of the Month:

Information about the April Service of the Month—Victoria Library Technology desk was submitted in Board Packet.

Media Packet:

The Media Packet with the May 2016 Calendar and copies of press materials was submitted in the Board Packet.

Adjournment:

Wayne Mortensen/ Gwen Kuhrt Moved to adjourn the meeting at 6:13 p.m. Passed unanimously.

Next Meeting: Shortened Board meeting will be Tuesday, May 10, at 4:30 p.m. at Victoria City Conference Room followed by a mini Board Training.

