

CARVER COUNTY LIBRARY SYSTEM

Minutes of the Regular Meeting
Watertown City Council Room
4:30 p.m. Regular Board Meeting
July 12, 2016

Call to Order: Library Board President, Linnea Chrest, called the meeting to order at 4:32 p.m.

Board Members Present: Linnea Chrest, Jim Weygand, Barbara Colhapp, Wayne Mortensen, and Gwen Kuhrt (at 4:40)

Library Staff Present: Heidi Hoks (Library Director); Kathy Bognanni (CN/VIC Branch Manager); Janet Karius (CH Branch Manager); Paul Ericsson (NYA, WAC, WT Branch Manager)

County Staff & Officials: Shane Fineran, City Administrator of Watertown

Approval of Agenda: *Wayne Mortensen/Jim Weygand* to approve the agenda of the July 12, 2016 meeting.

Approval of Minutes of Meeting: *Jim Weygand/ Barbara Colhapp* to approve the minutes of the June 14, 2016 Library Board meeting. Wayne Mortensen noted that his last name should be spelled Mortensen in minutes and agendas. Minutes approved as corrected.

Introduction of Visitors:

Shane Fineran, City Administrator of Watertown, gave a presentation about current events and projects in the City of Watertown, including the upcoming Rails to Trails festival next weekend. The Library will participate in Rails to Trails with programs and a Friends Book Sale. The bridge project has been completed in Watertown, and banners are now up. Development continues with sixteen new building starts. The city has purchased the county shed sited for future development. The city has invested in parks and trails recently. At city hall, doors are being replaced and the HVAC system is being redone.

Action items: Approval of Policies:

- Meeting room policy was postponed to a future meeting.

Unfinished and New Business:

- 2017 Budget Request Process. Library Director Heidi Hoks discussed the upcoming library budget request that will be presented to the county Budget Hearing Committee on Tuesday, 7/19. The Library Materials request for e-books and e-audiobooks for \$32,500 remains in the proposed budget so far as do staffing requests for a few additional hours. The next step will be to send the budget to the Division Managers.

- Report Out on the Strategic Plan to Date was given by Kathy Bognanni with input from Janet Karius and Paul Ericsson. A brief discussion was held about serving new demographic groups in the county with books in languages other than English.

Administrative Reports:

- Budget Update—Heidi Hoks discussed a few budget items on this month’s budget report. She noted a few less MELSA dollars will come to Carver County Library due to fewer reduced lunch participants in Carver County. The on-call item will be adding \$3,000, and she clarified the Watertown cleaning funds.
- Library Director’s Report—The director’s report stands as enclosed in the board packet except for the added note that security audits will occur in our library buildings on Thursday, 7/14.
- Team Updates—none
- Division Deputy Director’s Report—none

Trustee & Commissioner Reports:

- Branch Reports were submitted in Board Packet.
- MELSA--none
- Library Foundation of Carver County—Barbara Colhapp stated that the first foundation fundraiser of the year will be October 27 at the wine shop in Chaska. Further information will be forthcoming. The foundation will have several fundraisers this year.

Service of the Month:

Information about the July Service of the Month “Book Club in a Bag Kits” was submitted in Board Packet.

Media Packet:

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

Adjournment:

Wayne Mortensen/Jim Weygand to adjourn meeting at 5:43 p.m. Passed unanimously.

Next Regular Meeting: Tuesday, August 9, 4:30 p.m. —Chaska Valley Meeting Room

Respectfully submitted by Kathy Bognanni for James Weygand, Secretary.