



LIBRARY ADVISORY BOARD AGENDA

MAKERSPACE (THIRD
FLOOR)

MONDAY, MAY 8, 2023

6:00 PM

1. Call to Order
2. Approval of the Minutes of the April 10, 2023 meeting
3. Requests to Be Heard
Citizen comment period (3 minutes per person maximum – sign up in advance). With remote, electronic meeting format in place, call or email the Library Directory prior to 5:45 p.m. the day of the meeting—comments will be relayed to the Library Advisory Board at the meeting. djames@ci.faribault.mn.us / (507) 384-0526
4. Director's Report
5. Teen Advisory Board Report
6. SELCO Report
7. Policy Review: *Children in the Library* Policy. Review updated draft
8. Library Donations Fund Finance Committee Report
9. 2024 Budget
10. Other
11. Next Meeting Date: June 12, 2023 6 p.m., Buckham Library Great Hall (second floor)
12. Adjournment



**Minutes of the Monday, April 10th, 2023 Meeting
Library Advisory Board**

Buckham Library Great Hall

PRESENT: Jayne Spooner (Chair), Mel Kuhl (Vice Chair), Gordon Liu, Anneke Musselman, Luella Coulter (Student Board Member), Delane James (Library Director), Linda Hanson (Library Technician)

CALL TO ORDER: Jayne called the meeting to order at 6:02 p.m.

APPROVAL OF THE MINUTES: A motion was made by Anneke to approve the minutes of the March 13, 2023 meeting and a second by Gordon. All in favor. The motion carried.

REQUESTS TO BE HEARD: None

ELECTION OF OFFICERS (Chair and Vice Chair): Jayne volunteered to serve as Chair again. Gordon made a motion to appoint Jayne as Chair for 2023-24. Anneke second. All in favor. Motion carried.

Anneke volunteered to serve as Vice Chair. Mel made a motion to appoint Anneke as Vice Chair for 2023-24. Gordon second. All in favor. Motion carried

APPOINT MEMBERS AT LARGE FOR THE LIBRARY DONATIONS FUND FINANCE

COMMITTEE: The board needs two people to be members at large according to the Fund Policy. The Chair is an automatic member. Jayne made a motion to nominate Mel. Anneke second. All in favor. Motion carried. Gordon made a motion to nominate Anneke. Mel second. All in favor. Motion carried. The members of the committee include Jayne, Mel and Anneke. The committee will meet online via Zoom before the May Library Advisory Board meeting.

DIRECTOR'S REPORT: Library Director, Delane James reported on the following:

- A new brochure for the library spring season has been produced. Delane handed these out to the board members and commented on a few of the items/programs that are included.
- Deni is almost done planning the Summer Library Program. Brochures will be available in May.
- An anonymous "Banana Person" came into the library with a gift of cookies to show appreciation for the library staff.
- The Chad Lewis "Minnesota's Most Haunted Locations" program was well attended with 80 people.
- Circulation of MN State Park passes is starting to pick up again now that spring is in the air. Five passes were checked out in March.
- Lisa Reuvers gardening program "Starting Seedlings" was presented on March 16th.
- The Buckham Library "Seed Library" is now open for people to come in and sign up to receive heirloom seeds.
- Ride Your Bike to the Library Week will be May 15th-20th. Bike riders can stop at the Circulation Desk for a small prize that week.

- On May 8th Deni is hosting Minnesota Book Awards Tour author Bao Phi who has written several picture books including *You Are Life*. Also, on May 16th, Deni is hosting Minnesota Book Award Tour author Dr. Artika Tyner who wrote the book *Amazing Africa: A to Z*.
- During spring break on March 27th author Pat Bauer and illustrator Dave Geister presented a program based on *Making Minnesota*, their activity book was recently published by the Minnesota Historical Society. The activity book was available for free to program participants with several copies left over for patrons who could not attend (while supplies last). This program was generously funded by the Clean Water, Land, and Legacy Amendment.
- All library staff participated in sensory inclusive training through KultureCity in March. Everyone passed the test and the library has now ordered the signage as the next step for certification.
- A new litter clean-up kit will be added to the library's growing list of Adventure Kits. This new kit will be released in time for Earth Day and will include high visibility vests, gloves, garbage bags, a grabbing tool and five-gallon bucket.
- The River Bend Nature Center GreenCorp hosted a program called "Let's Talk About Recycling" on March 28th. The slides from this program are available to view on the library's Facebook page.
- At the April 4th Council Work Session, Delane presented the Library's Annual Report and it was well received.
- On March 28th, Delane gave a presentation to the SELCO/SELS Board highlighting the library's recent activities and initiatives.
- The Sew 'n Sew Makerspace program has been very popular and Lisa has had a steady number of patrons returning to learn how to sew.
- Patron Kay Crowthers will be teaching a learn to knit class for folks from the Stitch A Bit group. The class will meet for four sessions. If all goes well, Kay may consider adding more classes.
- Lisa Reuvers will be retiring on May 19th after 28 years of service. She has requested to have a meet-and-greet with refreshments served.
- The self-serve hold shelf has been discontinued due to several patrons mistakenly taking the wrong books. The holds will now be kept behind the Circulation Desk as they were before the pandemic.
- A new software, Envisionware, for managing public internet computers was installed by SELCO recently. This software has several functions and we will be researching how we can put them to best use. The previous software, Pharos, was outdated and not reliable.
- Ten people entered the Edible Books event. Voting is being done and medals and certificates will be awarded soon.
- Buckham Book Bingo had 134 people participate.
- The Library Technician position has been posted and 27 applications have been received so far.
- During the April 11th City Council meeting, the mayor will make a proclamation that April 21st – 27th be declared library appreciation week. The Friends of Buckham Memorial Library brought this proclamation forward.
- On April 24th, the Friends of the Library will be hosting an appreciation luncheon for library staff. On April 26th in honor of library appreciation week, the Friends will be at the library from 6-7:30pm giving tours. Refreshments will be provided.
- Beginning April 4th, all 4-year-old ECFE preschool classes will visit the library this month. The Friends of Buckham Memorial Library are sponsoring the transportation for these visits.
- Recently, the library issued two new no trespass orders and also dealt with a domestic incident. Delane has been working with the police on how to help library staff feel safer at work. At our April staff meeting, police officers will lead a safety training session with library staff. Also, an officer has been assigned as a liaison officer to the library.
- The Friends of the Library are still researching the shade structures for the patio. Due to cost, they will be looking at other options.

- Due to a program on the second floor, the May Library Advisory meeting will be held in the Buckham Library Makerspace (third floor).

TEEN ADVISORY BOARD REPORT: No report.

SELCO REPORT: Talks related to the SELCO/SELS merger are going on. The Resource Sharing and Technology Committee's recent updates to policies has triggered three appeals. SELCO is attempting to streamline system settings and encourage more standardization among libraries.

BUCKHAM MEMORIAL LIBRARY ANNUAL REPORT: Delane shared the City's 2023 Library Annual Report with the Board.

POLICY REVIEW: *Patron Behavior* and *Children in the Library* Policies. Staff are not suggesting changes to these policies at the time.

Gordon made a motion that the *Patron Behavior* Policy be readopted as is with no changes. Anneka second. All in favor. Motion carried

There was some discussion about the *Children in the Library* Policy including possibly changing the word "parent" to something that includes but is not limited to other responsible caregivers. Mel volunteered to edit this policy and bring it for review to the next meeting.

HOMEBOUND DELIVERY DISCUSSION: Delane brought to the Board some research that she found about how other libraries handle homebound delivery. In Minnesota, she found only 2 libraries advertise that they have this service. She also collected policies from other libraries around the country. Some common themes of these policies include:

- a doctor's certification
- live within the city limits
- no requesting of specific items
- no ILL materials
- one month check out period
- service dependent on availability of staff

The board suggested possibly partnering with other organizations and using the book bike for adults at nursing homes. The board will continue its discussions about the need and feasibility of this type of service in the future.

LIBRARY DONATIONS FUND DISCUSSION: The board decided to have these meetings online using Zoom and the occasional emails. Delane will work with the committee members to set the date for their first meeting.

The board agreed on September 23rd as the date for the celebration and plaque presentation in honor of Robert Crandall. Delane will start the planning the event.

OTHER: None

NEXT MEETING DATE: Monday, May 8th, 2023, at 6 p.m., Buckham Library Makerspace (third floor)

ADJOURNMENT: Meeting adjourned at 7:07 p.m.

Respectfully submitted,
Linda Hanson, Library Technician