



LIBRARY ADVISORY BOARD AGENDA

THE GREAT HALL	MONDAY, JULY 10, 2023	6:00 PM
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1. Call to Order
2. Approval of the Minutes of the June 12, 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: *Gifts and Donations* Policy Review discussion. See attached policy
8. 2024 Budget
9. Other
10. Next Meeting Date: August 14, 2023, 6 p.m., Great Hall (second floor)
11. Adjournment



**Minutes of the Monday, June 12th, 2023 Meeting
Library Advisory Board**

Buckham Memorial Library Great Hall

PRESENT: Jayne Spooner (Chair), Melissa Kuhl (Vice Chair), Gordon Liu, Kate McGrogan, Keri Simon, Anneke Musselman, Mikke O'Flynn, (SELCO Foundation Representative), Delane James (Library Director), Linda Hanson (Library Technician)

CALL TO ORDER: Jayne called the meeting to order at 6:01 p.m.

APPROVAL OF THE MINUTES: A motion was made by Keri to approve the minutes of the April 10, 2023 meeting and a second by Anneke. All in favor. The motion carried.

REQUESTS TO BE HEARD: None

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

- Friends of the Library planters arrived and were placed on the plaza. Mikki and Jayne have gotten flowers to put into them and will do that before the Mayor's reception on Thursday.
- Former Library Technician, Lisa Reuvers retired on May 19th. After a 30-day waiting period, Lisa may volunteer her time in the sewing and gardening makerspaces.
- Library Receptionist Derek Herauf was promoted to library technician. By the end of the month he and Caitlin will be switching their hours to allow Caitlin more time for the garden.
- The new library receptionist is Kayla Fine. She has already started and is a great addition to the library team.
- Kulture City Sensory Inclusive kits are here and the signage is up around the library. The library launched the program in May with a press release and posts on the website and social media. An app by Kulture City features places that are certified. Buckham Library is included in that app which features resources, photos and information about what people can expect when they visit the library.
- The police department held a Safe Summer Kickoff event at North Alexander Park on June 1st. Caitlin rode the Book Bike and Delane met her there. Together they handed out 97 summer reading challenge logs.
- Summer Reading Program is underway. Deni was contacted by the leaders of the FPS STEAM program who requested 400 summer reading challenge logs for the students participating in that program. So far 815 logs have been given out with 32 online, 286 in house, 97 from the Safe Summer event and 400 for the STEAM program.
- The Mayor's Reception will be held at the library on June 15th. Staff have been busy preparing the gardens for the event. The contractor for the stairs was unable to finish the project by the June 15th so that project has not been started. Delane will put up signage indicating that 2023 projects include the repair of the old stairs and cleaning and sealing of the building.
- Delane and Caitlin will be marching in the Heritage Days parade with the Book Bike. They are number 25 in the lineup.
- Fun Fridays start at Central Park on June 23rd at 10:00 a.m. with Tuey the Juggler. Fun Fridays will continue every Friday thru July 28th.

- The 2023 MN Author Tour with Bao Phi on May 8th and Dr. Artika Tyner on May 16th went well. Content Book Store was at the programs with copies of their books to purchase.
- The library liaison officer J. Holm was here after story time on June 8th with his patrol car. Children were able to see inside and explore what a police car is like and asked Officer Holm many questions.
- The drive-thru book return has a 6-8 week delivery period after it is ordered. Delane will work with the engineering and public works departments to pour a concrete pad and install the book return.

TEEN ADVISORY BOARD REPORT: No report. Luella was not present.

SELCO REPORT: Micki explained that CD interest rates are on the rise. Board discussed investment options for the funds being held in the SELCO Foundation. Gordon made a motion to put \$14,000 into each of the following instruments: a 3-month, a 6-month, a 9-month, and a 12-month CD for a total of \$56,000. The remaining funds will stay in savings and the \$12,000 CD that was purchased in 2022 will also stay. Keri second the motion. All were in favor. The motion carried. Mikki will take this to the next SELCO Foundation meeting in July.

Mikki volunteered to be the SELCO Foundation Representative again. Gordon made a motion to re-appoint Mikki as the SELCO Foundation Representative. Melissa second. All in favor. Motion carried.

Steve from SELCO made a site visit earlier today. He was here for approximately three hours. Delane gave him a tour of the whole Buckham Center and shared information about the library's makerspace and other programs.

FRIENDS OF THE LIBRARY UPDATE: Micki shared that Ivan Whillock would be willing to make a bronze sculpture for the library plaza area. The Friends will meet and discuss this further and get back to the board with proposals and partnership ideas.

POLICY REVIEW: Melissa updated the language of the *Children in the Library* policy and the *Hours* policy was updated to include the new Juneteenth holiday.

Keri made a motion to approve the *Children in the Library* and *Hours* policies as revised. Anneke second. All in favor. Motion carried.

LIBRARY DONATIONS FUND FINANCE COMMITTEE REPORT: The committee met via Zoom to discuss options for the first project from the Library Donations Fund. They are interested in upgrading the Great Hall's technology and user experience. Delane is working with vendors on budget numbers and recommended putting \$300,000 in the Capital Improvement Plan for 2024 to do these upgrades including hearing loop sound technology. The committee is also interested in renaming the Great Hall to Crandall Hall after the upgrades are made.

2024 BUDGET: 2024 library budget is due on June 23rd. The city administrator has instructed directors to allow for a 4% inflation adjustment. The administrator also instructed directors to push back CIP items if possible. Delane stated that a facilities study is being done on all city buildings. She will push back the replacement windows for 2024 and may add more items depending on the study results. She will add replacement of the four east and south doors in 2024. The county budget request is due July 7th. Delane will request the county to match the city inflation adjustment of 4%.

OTHER: None

NEXT MEETING DATE: Monday, July 10th, 2023, at 6 p.m., Buckham Library Great Hall (second floor)

ADJOURNMENT: Meeting adjourned at 7:02 p.m.

Respectfully submitted,
Linda Hanson, Library Technician



Buckham Memorial Library

Gifts and Donations Policy

A copy of this Policy will be given to any potential donor.

DONATED MATERIALS

The Buckham Memorial Library welcomes gifts of new books and used books in good condition. New, unopened audiovisual materials are also accepted (i.e., DVDs, music CDs). If you have more than 50 items or 3 boxes of items, please contact the Library Director first before bringing the items to the library.

All donated items are reviewed according to the same selection criteria applied to purchased materials (see the Library's *Collection Development and Maintenance Policy*). Donated items will be processed and shelved in the same manner as purchased materials, and may be withdrawn from the collection in accordance with the *Collection Development and Maintenance* policy.

Once donated, items become the property of Buckham Memorial Library and may be sold, traded, or discarded if they are not added to the collection.

Donated items will not be returned to the donor, and the library will not accept any item that is not an outright gift.

The Library is unable to set fair market or appraisal values. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value and/or obtain an appraisal. It is recommended that the donor make a list of items donated. Library staff will initial and acknowledge receipt of the items (but not the value of the items).

MONETARY DONATIONS

Monetary gifts, bequests, and memorial or honorary contributions are welcome. The Library Director will be happy to speak with anyone interested in making a monetary donation to the Library, or to the Friends of Buckham Memorial Library.

Items purchased with bequests and memorial or honorary contributions will be identified with special donor plates whenever possible. If requested, notification of memorial or honorary contributions will be sent to the family of the person being recognized.

MONETARY DONATIONS (cont.)

In the case of funds donated directly to the Library, suggestions are welcomed for subject areas or areas of interest in which to purchase materials and will be followed to the extent possible. Undesignated gift funds may be used to purchase materials or other items as designated by the Library Advisory Board in consultation with library staff.

PERMANENT GIFTS

The Library Director will meet with an individual or group wishing to present a gift to the Library that is intended to be a substantial or relatively permanent addition to the facility (e.g., art work, artifacts, equipment, special collections). Such gifts differ from most gifts received under this policy, in that they:

- May be intended to become a permanent part of the library's interior/exterior
- May be accompanied by an identifying label or plaque
- May require special security, cleaning, insurance, or maintenance

The Library Director will review potential permanent gifts with the donor of the proposed gift. After consultation with library staff, the Director will present a recommendation concerning the gift to the Library Advisory Board for action. In some cases the gift may be modified or declined, based upon considerations such as:

- Suitability of the gift to the purposes and needs of the Library
- Limited amount of space available for long-term gifts
- The gift's contribution to the appearance of the facility
- Laws and regulations that govern ownership of the gift
- Library's ability to cover insurance and maintenance costs involved
- Conditions required by the potential donor

Revised and adopted by the Library Advisory Board 4/2019