



LIBRARY ADVISORY BOARD AGENDA

THE GREAT HALL	MONDAY, DECEMBER 11, 2023	6:00 PM
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1. Call to Order
2. Approval of the Minutes of the November 13, 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
SELCO Foundation Report - Micki
SELCO Board Report - Lisa
7. Library Values Discussion
8. Other
9. Next Meeting Date: January 8, 2024 6 p.m., Great Hall (second floor)
10. Adjournment



**Minutes of the Monday, November 13, 2023 Meeting
Library Advisory Board**

Buckham Memorial Library Great Hall

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

CALL TO ORDER: Jayne called the meeting to order at 6:05 p.m.

APPROVAL OF THE MINUTES: A motion was made by Anneke to approve the minutes of the September 11, 2023 meeting and a second by Keri. All in favor. The motion carried.

REQUESTS TO BE HEARD: None

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

- The Robert Crandall dedication was a success. The Mayor and several Council Members were present.
- The baluster on the old entry stairs are almost done. Some stone was cut incorrectly and the supplier is cutting stone to fill in the gaps. Vents are being fabricated to fit the two openings and the flashing needs to be added.
- The library did some outreach programming in September. Delane talked to the AAUW on September 25 about all of the resources that the library has to offer. Linda represented the library at a Crown, Cork & Seal Resource Fair on September 28 & 29 located at the Moose Lodge. She handed out several brochures about our resources and had the 3D printer and the book bike as part of the library's display.
- First grade visits are underway during the months of October and November. The children get a tour of the library, a storytime, library cards and they each get to check out 2 books. Every first grade class, both public and private, participates in these annual visits to the library.
- MLA's annual conference took place on October 4th & 5th at River Centre in St. Paul. Delane, Allyn and Deni attended. Deni was a panelist for a session that featured a day in the library of a youth librarian. There were over 500 people in attendance at the conference. The opening ceremony featured Minnesota First Lady Gwen Waltz,
- On November 2nd, the library hosted the Moving Words: Writers Across Minnesota featuring John Lee Clark, Nicole Kronzer and Jess Lourey in a 3-panel author discussion. Unfortunately, John Lee Clark was unable to participate due to illness. This program was done in partnership with the Friends of the St. Paul Public Library.
- Naturalist Andrew Wendt presented "Owl About Owls" on October 19th. We had about 50 people in attendance and he will be coming back on January 4th for a presentation about woodpeckers.
- Several library staff members and patrons dressed up for Halloween. Pictures can be seen on Facebook.
- The outside drive-up book return is open. Accessories for the system are on order. The library will formally announce about the book return once the accessories are received and all the bugs are worked out.

- Delane and Brad Phenow attended the Minnesota Government Communications conference on October 25th.
- Deni, Allyn and Delane participated in Busy Writing for Busy People, a full-day writing class for City of Faribault staff members on November 8th.
- The “Right to Read” film screening was held on October 10th. It was sponsored by the United Way, Faribault Public Schools and the Northfield Rotary.
- The library partnered with the Northfield Public Library, the Rice County Historical Society and the Northfield Historical Society on a research resources program which was held at NPL on November 2nd.
- Hometown Holidays will take place on November 30th. The library will be providing music by Mike Hildebrandt and Friends and will be sponsoring Santa. The train and holiday decorations will be put up after Thanksgiving.
- Kate, Melissa and Luella’s library board terms will expire January 31, 2024. All are eligible to apply for another term.

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

SELCO REPORT: Micki reported that the \$14,000 for a 12-month CD will be transferred the second week of December at 5.54%.

Micki also mentioned that SELCO Executive Director Krista Ross encouraged Foundation Board Members to check to see if E & O insurance was in place. Delane will be checking on this.

Delane and Lisa Reuvers traveled to SELCO for Lisa’s SELCO Board Member orientation on October 11th.

SELCO libraries are in the process of streamlining settings in the ILS system. Delane is part of this task force to streamline and reduce the number of settings within the system.

POLICY REVIEW: The *Friends of the Library* Policy was reviewed and Delane is not advising any changes at this time. Keri made a motion to accept the policy without any changes. Melissa second. All in favor. Motion carried.

LONG-TERM MEETING ROOM REQUEST: Moms in Prayer Group submitted a long-term meeting room request. Melissa made a motion to accept their request. Anneka second. All in favor. Motion carried.

LIBRARY VALUES DISCUSSION: The board decided to table the library values discussion due to several board members not being present. The board discussed the values a little and will continue to think and brainstorm and email Delane with suggestions.

OTHER: None

NEXT MEETING DATE: Monday, December 11, 2023, at 6 p.m., Buckham Library Great Hall (second floor)

ADJOURNMENT: Meeting adjourned at 6:42 p.m.

Respectfully submitted,
Linda Hanson, Library Technician