



LIBRARY ADVISORY BOARD AGENDA

THE GREAT HALL

MONDAY, JULY 8, 2024

6:00 PM

1. Call to Order
2. Approval of the Minutes of the May 13, 2024 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 O'Flynn
SELCO Board Report - Lisa Reuvers
7. Long-Term Meeting Room Requests: Discovery School Dungeons & Dragons Club and Mom's in Prayer
8. 2025 Budget
9. Sensory Training
10. Other
11. Next Meeting Date: August 12, 2024, 6 p.m., Great Hall (second floor)
12. Adjournment



**Minutes of the Monday, May 13, 2024 Meeting
Library Advisory Board**

Buckham Memorial Library Great Hall

PRESENT: Jayne Spooner (Chair), Melissa Kuhl (Vice Chair), Gordon Lui, Langston Richter, Lisa Reuvers SELCO Board, 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 Mel to approve the minutes of the March 11, 2024, meeting and a second by Langston. All in favor. The motion carried.

REQUESTS TO BE HEARD: None

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

- The newest adventure kit added to the library is a portable indoor/outdoor projection kit with a 100" screen. It has a built-in DVD player and several ports to support almost every screening device.
- SELCO is done with changing all the settings. The settings task force is tweaking some items so that if an item is overdue and is not requested it will be automatically renewed.
- New doors are on order to replace the south and east doors.
- The first half of the clean/seal/repair will be done next week. This is a two-part project. The remainder of the project will be completed next year.
- Hickory Dickory Doc Company will get us a quote to fix the old clock. They will not repair the chimes as Paul thinks the vibration might harm the building.
- Summer Library Program – Read, Renew, Repeat – will start on May 31st. Friends of the Library will be sponsoring this event again this year. Siam's Congo Roots and Will Sings Songs are made possible by the SELCO Legacy program. Tuey Wilson also donates his program in exchange for practice time in the Great Hall.
- Krista from SELCO will join us for our next meeting to help us with our Mission Statement. Pre-work will be sent out before that meeting.
- Minnesota authors Michael Hall (on May 14th) and Sun Yung Shin (on May 21st) will present programs in the Great Hall as part of the Minnesota Book Awards tours.
- Bike to the Library Week will start on May 20th. Anyone who bikes to the library will receive prizes that week and get their picture on our Facebook page.
- Our very own Kate McGrogan will lead another art class called "Painting on the Plaza" on Mondays starting June 3rd from 9-10 a.m. Sign-up required.
- Wild about Wildflowers with MN State Parks Naturalist Andrew Wendt was held on May 2nd. We had 22 people in attendance.
- May 9th story time was centered on International Fire Fighters Week. Deni had firefighters and a truck here for children to look at and ask questions.

- The Edible Book festival was held in April and had low participation. We will take a break from this event next year and possibly bring it back at a future time.
- The library will participate in the Heritage Days parade with Caitlin Boran driving the Book Bike. We will hand out smarties candies with tags that say “Reading Makes You a Smartie”.
- Allyn and Delane will present outreach presentations to the Retired Teachers Association on May 20th and Realife Coop on May 22nd.

TEEN ADVISORY BOARD REPORT: Langston reported on how circulation has been up and the upcoming Summer Reading Program.

SELCO REPORT: A motion was made by Gordon to approve a 12-month \$12,000 CD from SELCO funds and a second by Mel. All in favor. The motion carried.

Lisa reported on the following from the latest SELCO Board Meeting:

- The Minnesota Public Library Trustee Handbook will be handed out to SELCO Board members.
- During Library Legislative Day in March, the group toured the Capitol and handed out informational folders.
- The SELCO Board reviewed the Equipment Use Policy.
- The Board discussed the upcoming ILS switch and that 10 people will serve on the selection committee.
- Brad Anderson from Goodhue County left the SELCO Board.

CIRCULATION POLICY REVIEW: Most of the changes to the policy are due to the new settings. The Board reviewed and made a few changes that weren’t caught in the last review. A motion was made by Gordon to approve the Circulation Policy with the agreed-upon changes and a second by Langston. All in favor. The motion carried.

LONG-TERM MEETING ROOM REQUEST: A motion was made by Gordon to approve the long-term meeting room request from Senate District 19 DFL Steering Committee and a second by Mel. All in favor. The motion carried.

2025 BUDGET: Delane just received the schedule for the upcoming 2025 budget preparation. Preliminary instructions for the 2025 budget are to keep expenditures close to the budgeted expenditures for 2024. Delane will add the remaining part of the building to be cleaned/sealed/repared and the tower clock repairs as new CIP items for 2025. Fees from the sale of discarded audiobooks, CDs, and DVDs will be added to the 2025 Fee Schedule.

The Donations Fund Finance committee recommended the following be budgeted for 2025: \$50,000 for additional lighting, technology, and other upgrades to the Great Hall; \$30,000 to translate library marketing materials into Spanish and Somali and \$6,000 to purchase 2 mobile sensory units. The Board affirmed this recommendation. Jayne would like more information about mobile sensory units and the library’s Sensory Certification. Delane will look into bringing forward more training for the Board at a future meeting.

OTHER: None

NEXT MEETING DATE: Monday, June 10, 2024, at 6 p.m., Buckham Library Great Hall (second floor) SELCO Executive Director Krista Ross will facilitate the creation of a new mission statement for the library.

ADJOURNMENT: The meeting adjourned at 6:57 p.m.

Respectfully submitted,
Linda Hanson, Library Technician

Re: use of library space for summer club
To: Buckham Memorial Library Advisory Board

Discovery public school of faribault would like to request the use of a meeting room for summer 2024, for our d&d club which meets Wednesdays from 1-330. Each day will have an adult in charge of the group. The following dates are being requested:

6/5/24
6/12/24
6/19/24
6/26/24
7/3/24
7/10/24
7/17/24
7/24/24
7/31/24
8/7/24
8/14/24
8/21/24

Thank you for allowing us the use of this space to continue our program.

Garret Bitker
D&D Club advisor
Science teacher
Discovery Public School of Faribault
Gbitker@isd4081.org
5079938154

To: Buckham Memorial Library Advisory Board, c/o of the Library Director

From: Lori Bittenbender, Moms in Prayer

Thank you for the opportunity to request regular use of the Library Meeting Room.

Moms in Prayer is an organization where moms gather once a week to pray for their children and their schools.

Up to 4 moms will be gathering each week to pray for Shattuck St. Mary's School.

We are a quiet, respectful group. We use a prayer sheet to stay focused and timely.

We would use the room on Fridays during the school year at 10:30 am – 11:30 am.

We follow the school schedule and to not meet during school breaks.

Here are the dates we are requesting use of the room:

November 10

December 1

December 8

December 15

January 12

January 19

January 26

February 2

February 9

February 16

March 15

March 22

March 29

April 5

April 12

April 19

April 26

May 3

May 10

Thank you for your time and consideration,

Lori Bittenbender

Moms in Prayer Group Leader & Regional Coordinator

972-955-4730