



**Minutes of the Monday, February 14, 2022 Meeting
Library Advisory Board**

Buckham Library Great Hall

PRESENT: Jayne Spooner (Vice-Chair), Keri Simon, Melissa Kuhl, Gordon Liu, Delane James (Library Director), Linda Hanson (Library Technician)

CALL TO ORDER: Jayne called the meeting to order at 6:00 p.m.

APPROVAL OF THE MINUTES: A motion was made by Keri to approve the minutes of the January 10, 2022 meeting and a second by Melissa. All in favor. The motion carried.

REQUESTS TO BE HEARD: No requests to be heard.

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

- Rochester Public Library received a grant from the American Rescue Plan Act funds for Chromebooks with built-in Wi-Fi to be checked out long term to those with no or little internet access. RPL is opening this program up to other patrons of SELCO libraries. Delane has signed a participating libraries agreement and our patrons will be able to check out Chromebooks in the coming weeks.
- Summer program performances will take place at Central Park this summer from the end of June to the end of July. Performances will take place on Friday mornings.
- Staff are researching Book Bikes with e-assist to be used as a type of book mobile. The cost ranges from \$5,000-10,000. Gordon suggested checking with the United Way about a grant for this program. Other suggestions using some of the Sandra Thomas funds and contacting the Faribault Foundation.
- Rice County Public Health has supplied the library and other City departments with N99 masks for Faribault residents. Anyone may come and pickup a couple of masks per person in their household.
- Library Legislative Day is February 28th. SELCO is hosting a meeting with Senator Jasinski at 1:30 p.m. via Zoom.
- The Minnesota Department of Health and the State Library Services reached out to identify public libraries interested in being vaccination and rapid COVID test distribution sites.
- The Fine Free Video is now on the website and our Facebook page. Response to the video has been positive. The library boosted the video on Facebook for 1 week with good results.
- Since going fine free, Delane is working with the Finance Department on how to handle writing off lost and damaged fees going forward.
- Delane is working on the State and City Annual Reports.
- Interviews for the open Receptionist position are underway.
- Delane talked to the Friends of the Library and they are interested in being involved in the Crandall bequest discussions.
- There are several building maintenance projects slated for 2022. This year the library's roof will be replaced. The library will be cleaned and sealed and the stairs by the old main entrance will be repaired.

- Delane received the marketing audit and will be sharing the executive summary for the next Board meeting and the entire report during the creation of the new strategic plan.
- SELCO received American Rescue Plan Act funds to conduct a needs assessment for the entire SELCO region. In addition to an assessment for the overall region, each library and each community will also be assessed. There will be 2 focus groups specific to our library and we are currently looking for about 20 people to participate in those groups.

TEEN ADVISORY BOARD REPORT: Nevaeh was not present to present.

SELCO REPORT: Jayne reported that there is an upcoming meeting and Delane handed out the quarterly financial report.

BEQUEST DISCUSSION: Delane asked the Board Members to state what their top 3 ideas would be for investing and using the bequest. The Board will use this information as a starting point for future discussions. Delane also suggested having the Board take a field trip of the Shattuck makerspace.

STRATEGIC PLANNING PROCESS: Delane suggested that the stakeholders' retreat for the creation of the new strategic plan take place after the SELCO needs assessment has been completed. She also suggested using those results along with the market audit result as information to help guide the stakeholders' discussion. The Board would like to know the timeframe of the SELCO assessment. The Board also would like for Krista Ross to facilitate the creation of the strategic plan again. Delane will check on both those items.

OTHER: None

NEXT MEETING DATE: Monday, March 14, 2022, at 6:00 p.m. in person in the Great Hall.

ADJOURNMENT: At 6:58 p.m. meeting adjourned.

Respectfully submitted,
Linda Hanson, Library Technician