



LIBRARY ADVISORY BOARD AGENDA

LIBRARY GREAT HALL

MONDAY, AUGUST 9, 2021

6:00 PM

1. Call to Order
2. Approval of the Minutes of the July 12, 2021 meeting
3. Requests to Be Heard
Citizen comment period (3 minutes per person maximum - sign up in advance)
4. Director's Report
5. Teen Advisory Board Report
6. SELCO Report
7. Library Plaza Update
8. 2022 Budget Process Update
9. Fine Free Implementation
10. Other
11. Next Meeting Date: August 9, 2021, 6:00 p.m., Great Hall, Buckham Library
12. Adjournment



**Minutes of the Monday, July 12, 2021 Meeting
Library Advisory Board**

Zoom Video Meeting
Dial-In Information: +1 312 626 6799
Meeting ID: 863 6156 9784

Minn. Stat. § 13D.021 – Meeting by Telephone or Other Electronic Means; Conditions - Minn. Stat. § 13D.021 provides that a meeting of a public body may be conducted via telephone or other electronic means if meeting in a public location is not practical or prudent because of a health pandemic or declared emergency.

PRESENT: Travis Davidson (Chair), Jayne Spooner (Vice Chair), Keri Simon, Isabell O'Connor, Melissa Kuhl, Micki O'Flynn (SELCO Foundation Trustee and Friends Board Member), Delane James (Library Director)

CALL TO ORDER: Travis 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 June 14, 2021 meeting and a second by Isabell. All in favor. The motion carried.

REQUESTS TO BE HEARD: None

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

- As of today, 220 Youth have signed up for the Summer Library Program.
- Library visits have doubled from May to June. There were 2374 visits in May and 4907 visits in June.
- Internet usage also doubled from May to June. There were 126 Internet uses in May compared to 293 in June.
- Wi-Fi usage has increased from 218 in May to 296 in June.
- Faribault Reads initiative launches in July. Yard signs should be appearing around town as will a publicity about other programs.
- The mobile hotspots have been checked out 18 times since they were launched.
- A new project to connect the downspouts near the main entrance to the sewer system began today. Library patrons are being directed to enter the library through the community center doors and down the hallway.
- Nite to Unite is August 3rd from 5 pm-7 pm. With current staffing issues, the library is mainly doing behind the scenes work for this. The library has hired Mike Hildebrandt's band "Relativity" to play from 5:00 p.m.-6:30 p.m.
- The Great Hall meeting room and some in person programming will be starting back up in September.
- Riverbend Wireless and Mechanical Society will be meeting again once a month in the Makerspace area on Saturdays starting in August.
- A new Dungeons & Dragons program for youth will be starting this fall facilitated by Bob.
- TAB meetings are now meeting in person with Deni.

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

SELCO REPORT: No report from Jayne (SELCO Board Representative). The SELCO Board will be meeting on July 26th.

Miki (SELCO Foundation Trustee) also had nothing new to report.

LIBRARY PLAZA UPDATE:

- The Friends' Grand Opening of the Plaza will be held on Sunday, August 22nd from noon to 4:00 pm. (Note: The Friends have changed the time to noon to 3 p.m.)
- At their work session on June 29th, the City Council approved the Friends' furniture choices
- Two maple trees were planted and wood chips were added around the plaza.
- Ruth Ann from the Lions Club observed that the social seating could be a hazard for some people. Delane is currently working with architect on quotes for warning strips to be placed near the edges. The library might be able to pick up the cost depending on quotes. The Lions Club also might be able to donate some money for this.
- Coating for the plaza was quoted at \$8900. Cost now is about \$50,000. Architect is working with company on getting a reduction. The architect currently estimates that the coating will cost \$11,000 to \$16,000 above the original quote of \$8,900. Delane asked the Board if they would be willing to cover this additional cost using funds from the Sandra Thomas Estate. The Board decided to wait for the final actual cost and then vote via email as finishing the coating is time sensitive.

LONG TERM MEETING ROOM REQUEST:

A group called Kaleidoscope has asked to use the Great Hall meeting room every Thursday afternoon from September to June. Keri made a motion to allow the meeting room request. Mel seconded. All in favor. The motion carried.

STRATEGIC AND IMPLEMENTATION PLAN REVIEW

The Board worked on updating the Communication Focus Area tasks in the Implementation Plan. The Board made the following changes:

- 1a – extend to 2022
- 1b – extend to 2022
- 2a – extend to 2022
- 3a – extend to 2022

2022 BUDGET PROCESS UPDATE

- All City budget request materials for 2022 have been submitted to Finance. During library budget discussion with the City Administrator and Finance Director, all agreed to pushing the drive-thru book return back to 2023.
- An anonymous estate was left to the library with the City Administrator as executor. The size and details will hopefully be determined by the end of the year.
- Rice County Budget 2022 Request was due July 9th and was handed in at the end of June. Delane will present the request to the Commissions on August 3rd. The request included a 3% increase.

FINE FREE DISCUSSION: The Fine Free discussion will take place at the July 20th Council Work Session at 6:00 p.m.

OTHER: Travis attended a Boards & Commissions seminar through the City. He talked about certain rules that should be followed. Such as not talking about agenda items outside of the Board Meeting. Emails should be kept in a separate folder by Board Members and every Board related email that is sent or received should be saved to that folder for future reference.

NEXT MEETING DATE: Monday, August 9th, 2021, at 6:00 p.m. in person in the library's Great Hall.

ADJOURNMENT: At 7:00 p.m. meeting adjourned.

Respectfully submitted,
Linda Hanson, Library Technician
Minutes taken via a recording of the June Zoom meeting.