



**Minutes of the Monday, February 8, 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, Crystal Bauer, Melissa Kuhl, Nevaeh Weeg, Micki O’Flynn (SELCO Foundation Trustee and Friends Board Member), Delane James (Library Director), Elsie Slinger (guest)

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

APPROVAL OF THE MINUTES: A motion was made by Jayne to approve the minutes of the January 11, 2020 meeting and a second by Keri. All in favor. The motion carried.

Before the Director’s Report, Delane reported that she had discussed adding a new agenda item with Board Chair Travis Davidson earlier in the month. Delane explained to the Board that since the pandemic, the trend is that more people are engaging in municipal meetings by attending online meetings. She suggested to the Board to add a “Request to Be Heard/Citizen Comment Period” at the top of the agenda to make it easier for citizens to engage at meetings. Currently, citizen comments are heard at the end of Library Advisory Board meetings under “Other”. The new agenda item would mirror the same agenda item on the City Council Meeting agenda. The Board thought it was a good idea to add this new agenda item in the future. Delane recommended that since there was a visitor at this meeting, that they be invited to engage at this time instead of at the end of the meeting. Board Chair Travis Davidson invited our guest, Elsie Slinger to make a citizen comment if she would like.

Elsie Slinger told the Board that she wants to use the Faribault Daily News microfilms in the History Room and has been unable to do so. Ms. Slinger suggested the library have the History Room available by appointment. She wanted to know the date the History Room would be opening up for microfilm use.

Delane explained to Ms. Slinger that the History Room is currently being used as a temporary staff work space and did not know the date it would be available. Delane asked Ms. Slinger to email her contact information so she could be in touch about the availability of the microfilm.

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

- Congratulations to Melissa, Nevaeh and Crystal who were appointed to continue their service on the Library Advisory Board. Going forward, any person appointed to a City Board or

Commission will need to take an oath of office per state statute. All three of our reappointed Board members went into City Hall before this meeting to take the oath.

- On January 19th, the library resumed Browse-And-Go appointments. In the first 9 days after this service resumed, the library served 149 patrons through Browse-and-Go appointments. Lobby Pickup Service is still strong with 180 in those same 9 days. The first week of February there were 74 Browsing appointments and 204 Lobby Pickups.
- January 19th was also the day furloughed staff came back to work. Two new Circulation Aides have started training. The open Page position will remain unfilled at this time.
- Electricians for the Plaza Project completed the inside work and most of the outside with the exception of the lamp posts which will be installed in the spring.
- The Friends of the Library are looking at options for Phase 2 of the Plaza Project. The incoming chair for the Lion's Club in Faribault attended the meeting stating that the club would like to contribute to the Plaza Project in commemoration of their clubs' 100th year celebration.
- Friends of the Library received another memorial of \$1,000 from the parents of Quinn Ohlsen. Delane talked to Quinn's mom about using the funds towards a furnishing for the Plaza with some possibilities including a book shaped bench, an outdoor musical instrument, an American Sign Language or a Braille sensory panel. Jayne suggested that an Instagram panel of some sort would be nice.
- Library staff have been busy creating more online programming. Recent programs include paper crafting take-n-make with Linda, sewing facemasks with Annette, and recycled plastic bag crafting with Lisa. Allyn and Deni are hosting a Zoom winter bird watching event on February 17th. A spring bird watching Zoom event is also in the works.
- Annette and Lisa are attending a SELCO webinar on Craftivism on February 9th.
- Delane is working on the City Annual Report and will start with the State Annual Report next week. The State Annual report is due on April 1st and will be presented to the Library Board at next month's meeting for approval.
- The supervisors are discussing plans for the next phases of increasing library services. The plan is to expand Browse-And-Go appointments in March and launch computer appointments by early April to mid-April. Because of spacing considerations, the number of the public Internet computers will be decreased to 7 adult computers and 7 youth computers. Public Internet computers budgeted for replacement in 2020 and 2021 have been ordered from SELCO. Staff will work with SELCO to install and reconfigure the computers to get ready to launch computer appointments.
- The contract for the public copier/printer has expired. Delane is working with the vendor and City IT to get proposals for replacement.
- Configuring the hotspots are still in progress. Staff are having trouble setting up the online account which would allow unreturned hotspots to be disabled. Delane has handed this project off to Library Technician Bob Latchaw.

TEEN ADVISORY BOARD REPORT: Nevaeh reported that at the TAB meeting they discussed the new Browse-And-Go appointments, the Take-n-Make activity and the bird watching event. Deni has confirmed the Yo-Yo Master and the magician for the summer library program. Nevaeh participated in the Take-n-Make activity and showed her completed project to the Board.

SELCO REPORT: Jayne (SELCO Board Representative) reported she attended their meeting at the end of January. The SELCO Board is currently discussing PTO and sick days. The Board is also reviewing and updating by-laws, policies and procedures. The Rice County/SELCO contract was approved.

SELCO Foundation Trustee Micki O’Flynn and Friends Board member reported the Friends have pushed the Plaza Opening Celebration to Sunday, August 22nd.

Micki also reported on the SELCO Foundation investments from the Sandra Thomas Estate are in a CAPI fund. The balance is \$80,842 and is currently making a quarter of a percent in interest. The Board will take a look at the other investment options within the SELCO Foundation at the next month’s Board meeting.

STRATEGIC PLAN (Community Outreach Focus Area)

The Board worked on updating the Community Outreach Focus Area tasks in the Implementation Plan. The Board made the following changes to that Focus Area:

- 1a – extend to 2021
- 2b – extend to 2022
- 2d – extend to 2022
- 3b – extend to 2022

Micki asked about a mobile bus for the library. Delane mentioned that libraries are doing this not only for books but also bringing technology out into the community. Maintenance and staffing are some of the costs associated with this type of outreach.

FINE FREE DISCUSSION:

- Delane shared a webpage https://sppl.org/fine_free/. It shows how the St. Paul library went fine free and is a good resource for discussion.
- Going fine free would involve overdue fines only. Lost or damaged books will still incur fees for replacement.
- Libraries that have gone fine free report the previous patrons who have had fines in the past begin using the library and new patrons are also attracted to the library.
- Going fine free at Buckham Library could decrease revenue by about \$15,000 per year. Delane will look at the 2018 and 2019 budget revenue to get accurate amounts.
- Delane will be presenting about the possibility of going fine free to City Council in their Joint Committee meeting on May 4th at 6:00. She invited the Board to come to the meeting to support this discussion.

OTHER: None

NEXT MEETING DATE: Monday, March 8th, 2021, at 6:00 p.m. via Zoom meeting.

ADJOURNMENT: At 7:15 p.m. meeting adjourned.

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