



**Minutes of the Monday, March 9, 2020 Meeting
Library Advisory Board**

PRESENT: Melissa Kuhl (Chair), Keri Simon, Travis Davidson, Jayne Spooner, Navaeh Weng, Isabelle O'Connor, Delane James (Library Director), Paula Hildebrandt (Library Receptionist)

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

APPROVAL OF THE MINUTES: The minutes of the February 10, 2020, meeting were approved as written following a motion by Jayne and a second by Travis. All in favor. The motion carried.

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

- Update on the Friends' Plaza Project was given by Delane. She presented the tentative plaza project plans to the Historic Preservation Commission on February 24, 2020, and to the City Council on March 4. The project was generally well-received by both groups. Sam Temple, a member of the HPC and researcher on the Buckhams, suggested that some of the trees planted be maples as the Buckhams enjoyed maple syruping. Both groups wanted to face the addition to the plaza and the social steps with Kasota limestone to match the building. The Mayor suggested installing an electrical panel and outlets for the plaza and social steps. Neither of the groups liked the proposed modular shading. The plan is to bring final construction plans to the City Council for approval this spring in order to move the project forward with the parking lot project. The Friends will donate money to the City for the project and the City will take the project out for bid.
- Deni and Bob led a popular 5-week coding club for youth ages 8-18. A second 5-week session will begin after spring break. The Friends received a donation in memory of Quinn Ohlsen. The donation will be used to purchase iPad minis for the coding club.
- On March 28, 2020, at 2 p.m. in the Great Hall, the Library will host Shannon Gibney as a part of the SELCO author tour. Shannon is an adult/young adult author and a Minnesota Book Award winner as well as the recipient of other various awards.
- Edible Book Festival entry forms are now available. All are invited to participate in this event on Saturday, April 4, 2020, in the connecting hallway.
- Regarding the COVID-19 situation, Delane has been in contact with the City of Faribault's Fire and Emergency Management Director Dustin Dienst. She has also

been monitoring information coming from the State Librarian's Office at the Minnesota Department of Education, Rice County Public Health, and the Minnesota Department of Health in order to provide reliable information and recommendations with regards to the coronavirus. The Library will do whatever is recommended by these experts and the City.

- As Communications Director for the City, Delane, along with Communications Coordinator Brad Phenow, took part in a day-long training related to website accessibility from CivicPlus. Brad and Delane are also working with CGI, a company that produces promotional and informational videos for municipalities. CGI will create 5 different videos spotlighting various sectors of the community. The videos will be linked to the City's website. Delane is also working with a small team to redesign city employee ID badges.

TEEN ADVISORY BOARD REPORT: Student Board Member Navaeh

Weng reported on the following:

- During spring break, non-perishable food items are being collected at the Library to donate to the Food Shelf.
- Deni has a sheet for kids to do a scavenger hunt and receive prizes upon completion.
- A Lego Party is being held on March 11. This program is full with a waiting list.
- Lisa Reuvers, Master Gardener, will present a program "Lawns to Legumes" on March 19.

SELCO REPORT:

- Delane reviewed the revised agreement to participate in the SELCO integrated library system, highlighting the changes made. The Board felt that the changes made good sense and had no further questions. The SELCO Board will review and approve the changes and then send the document back to the individual Library Boards for approval.
- Delane requested that the Board approve a resolution determining the type of fund that the donation from Sandra Thomas' estate be deposited into as a part of the SELCO Foundation. The estate will be reviewed in court on Friday, March 13, and a check will be sent to the SELCO Foundation. If the money is deposited for any length of time, our Board will need to have a representative serve on the SELCO Foundation Board. Given the possible need to access these funds in the near future, the Board resolved to put the balance given by the Sandra Thomas estate into the high interest savings account and investigate other options for possible transfer in the future. Motion was made by Isabelle; second by Keri. All in favor. Motion carried.

REVIEW AND APPROVAL OF 2019 MINNESOTA PUBLIC LIBRARY ANNUAL REPORT (MPLAR):

Each Board Member received a copy of the MPLAR to review prior to the meeting. Delane reviewed the report and answered questions. Delane noted that each City department director will present annual report highlights to the City Council. Travis made

a motion to approve the MPLAR as written; motion seconded by Keri. All in favor. Motion carried. Delane will submit the report prior to the April 1 due date.

NEXT MEETING DATE: Monday, April 13, 2020, at 6:00 p.m. in the 3rd Floor Makerspace.

ADJOURNMENT: The meeting was adjourned at 7:10 p.m. following a motion by Navaeh and a second by Jayne. All in favor.

Respectfully submitted,
Paula Hildebrandt, Library Receptionist