



**Minutes of the Monday, June 14th, 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: Jayne Spooner (Vice-Chair), Keri Simon, Isabell O'Connor, Crystal Bauer, Melissa Kuhl, Nevaeh Weeg, Delane James (Library Director)

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 April 12, 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:

- The library resumed its regular hours including evenings and weekends on April 19th. Currently, masks are recommended but not required. The greeter's station was taken down. Lobby Pick-up has transitioned to Hold Pick-up and is just inside the library by the front doors. The ongoing book sale has been moved to the entryway. Some furniture has been put back out on the floor.
- Annette Schwartz retired and Caitlin Boran has been promoted to the vacated Library Technician position.
- Public Services Librarian Allyn McColley is on medical leave.
- The Friends of Buckham Memorial Library are close to having a proposal for Plaza furnishing. The proposal will be brought to the City Council for feedback and permission to proceed at the June 29th Work Session.
- Summer Reading Program started June 4th. All performances are virtual and youth can sign up to participate online. About 100 participants have signed up so far.
- Deni and Delane are working with the Faribault's Cradle to Career project in association with the Faribault School District and FYI. They are helping organize Faribault Reads, an initiative to encourage a culture of reading in Faribault. FYI is asking for photo submits of people of all ages reading. The photos will be used to market and promote the initiative.

TEEN ADVISORY BOARD REPORT: Nevaeh reported that this month's TAB was cancelled. The group is hoping to meet next month in person outside the library.

SELCO REPORT: No report from Jayne (SELCO Board Representative).

Delane reported that the SELCO Public Library Membership Agreement was revised and needs to be approved by the Library Board then taken to Council for approval and signatures. Motion made by Melissa for approval of this revision to go to City Council for signatures. Second by Crystal. All in favor. Motion carried.

MOBILE HOTSPOT POLICY: The library did a soft launch of mobile hotspots. So far, the hot spots have been well received. A draft Mobile Hotspot Policy was reviewed by the Board. Motion for the Board to approve the policy was made by Keri. Second by Melissa. All in favor. Motion carried.

STRATEGIC AND IMPLEMENTATION PLAN REVIEW

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

- 1a – extend to 2021
- 1c – extend to 2022
- 2a – extend to 2022
- 2b – extend to 2022
- 2c – extend to 2022

2022 BUDGET UPDATE

- No new staffing positions will be requested for 2022.
- City Department Heads were asked to keep operating requests to 0-3% increase.
- Delane scaled back the public Internet computer budget due to reduced usage versus an increase in public Wi-Fi usage.
- Changes to the fee schedule are due on June 18th. Delane removed late fines from the draft fee schedule and from 2022 budgeted revenue in preparation for the possibility of going fine free in 2022.
- The 2022 budget is due June 25th.
- Statistics, goals and Capital Improvement Plan items for 2022 are due July 2nd. Tim Murray suggested moving the cleaning and sealing of the building to 2022. Also, some of the original stones on the old staircase are deteriorating and cracking. An architect came to inspect the issue and will supply budgeting numbers. Delane added \$60,000 to the CIP as a placeholder for this repair. Drive-thru book drop was in the CIP for 2022 but have moved that back to 2023 due to these upcoming repairs to the building.
- The Rice County Funding Request is usually due beginning of July.

FINE FREE DISCUSSION: Delane finished the Fine Free PowerPoint presentation and presented it to the Library Board. The Board Members approved the presentation. The Fine Free discussion will take place at the July 20th Council Work Session.

OTHER: None

NEXT MEETING DATE: Monday, July 12th, 2021, at 6:00 p.m. Delane will inform members whether the meeting will be virtual or in person.

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

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