



**Minutes of the Monday, August 10, 2020 Meeting
Library Advisory Board**

Zoom Video Meeting
Dial-In Information: +1 312 626 6799
Meeting ID: 856 8224 8329

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: Melissa Kuhl, Jayne Spooner (Vice Chair), Crystal Bauer, Isabell O’Connor, Nevaeh Weeg, Delane James (Library Director)

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

APPROVAL OF THE MINUTES: The minutes of the July 13, 2020, were approved. A motion was made by Melissa to approve the minutes and a second by Crystal. All in favor. The motion carried.

The SELCO Report was moved up in the agenda because a Board Member had to leave the meeting early.

SELCO REPORT: Library Director, Delane James reported on the following:

- The SELCO agreement with Rice County is up for renewal. The only suggested change to the agreement is the wording stating that Rice County “must” appoint a member to the SELCO Board. It is suggested to change that wording to “may” appoint a SELCO Board Member. Motion was made to approve the wording change and to support the agreement by Isabell and a second by Crystal. All in favor. The motion carried. The new agreement will be in effect January 1, 2021 through December 31, 2026. The agreement will be sent to City Council for approval and signatures.

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

- Two days after the library resumed ILL services and delivery, SELCO suspended delivery services on July 15 after family members of a SELCO employee tested positive for COVID-19. SELCO resumed delivery on July 21st. Since that time, the library has seen an increase in curbside and browsing services. When comparing the first full week of July to the first full week of August the following trends were noted:
 - Browse and Go appointments were up 75% from 83 the first week of July to 145 the first week of August.
 - Curbside Service went up 218% from 17 the first week of July to 54 the first week of August.

- Overdrive circulation has increased 26% when comparing the first 7 months of 2019 (10,136 circs) to the first 7 months of 2020 (12,717 circs).
- SELCO started offering 10 digital magazines subscriptions through Overdrive. Since adding this service a couple of weeks ago, 567 digital magazines have been checked out. With the addition of digital magazines on Overdrive, the library has decided not to renew the digital magazine contract with RB Digital at a cost savings of approximately \$5,000.
- Physical Circulation is up 30% from June (3,320 circs) to July (4,294 circs).
- Jayne asked about new library cards. Delane will get that information ready for next month's meeting.
- Isabell commented that she has seen patrons taking advantage of the newspapers being outside for them to enjoy.
- Permission to go out for bid for the Library Plaza Project is on the August 12th City Council Agenda. If approved, the bid opening will be held on September 2nd and Council will award the contract on September 8th. A tentative start date for the project is September 14th.
- A tentative start date for the Parking Lot Project is September 8th. City Engineer Mark Duchene is working with the Minnesota State Archeologist and the Minnesota Indian Affairs Council in relation to the excavation near Peace Park. An archeologist will be on site to observe and inspect during excavation.
- The self-check machine will be upgraded with a touchless screen on Friday, August 14th.
- The National Eagle Center's online program on August 7th was the last Friday performance of the summer. Kids can still participate in the reading part of the Summer Library Program until August 28th.
- The three open Page positions have been filled. Two new Pages have starting training and the third Page will begin training in September.

2021 BUDGET

- The Rice County Budget Request presentation took place on August 4th via Zoom. The Library has requested a 3% increase for 2021.

TEEN ADVISORY BOARD REPORT: Nevaeh Weeg reported on the following:

- During the TAB meeting, they talked about the Summer Reading Program which ends on August 28th.
- They talked about the new magazines on Overdrive.
- Pizza & Pages and Books & Brownies will begin again online next month.

OTHER: Library Director, Delane James said that so far no one has shown interest in the SELCO Board and SELCO Foundation positions. She will reach out again to the Friends Board members. Jayne said that if no one steps forward, she would be interested in serving.

NEXT MEETING DATE: Monday, September 14, 2020, at 6:00 p.m. via Zoom meeting.

ADJOURNMENT: At 6:27 p.m. Crystal made a motion to adjourn the meeting. Melissa second. All in favor. Meeting adjourned.

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