



**Minutes of the Monday, September 21st, 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: Travis Davidson (Chair), Melissa Kuhl, Keri Simon, Nevaeh Weeg, Delane James (Library Director) and Micki O’Flynn (Guest)

CALL TO ORDER: Travis called the meeting to order at 6:05 p.m.

APPROVAL OF THE MINUTES: The minutes of the August 10, 2020, were approved. A motion was made by Keri to approve the minutes and a second by Melissa. All in favor. The motion carried.

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

- A touchless screen has been installed on the self-check system. Buckham Library is the first library in the SELCO system to install this feature.
- All but 4 of the Storywalk displays have been installed. An Eric Carle book From Head To Toe has been placed in the enclosures because it is shorter than standard picture books. This first book will remain in the enclosures until the other 4 displays are installed in the spring. The Storywalk was installed in time for the ribbon cutting of the downtown historic benches.
- Summer Library Program Update: 200 kids signed up; 105 finished and came into the library with an appointment to pick up their 4 free books. Finishers’ names will be published in the Faribault Daily News. Deni will share the link on Facebook when the names are published.
- SELCO has changed the statistical reports software to BLUECloud Analytics. The new software launched a week ago. Staff will take training in the upcoming week.
- The Book Myme app is no longer available. SELCO is trying the BLUECloud Analytics app in a pilot program. The new app is available from the library’s webpage and feedback about its functionality is welcomed.
- Previously library staff took part in training by Ryan Dowd related to serving patrons living with homelessness. Dowd is now offering updated and additional content including information related to the COVID-19 pandemic. His seminars have broadened to include working with all types of people from a trauma informed and empathy-based perspective. The library will subscribe to this training and will use this content with all library staff.
- Library Circulation Aide Sue Jensen has retired. Cora Showers was hired to fill the opening and has been training for two weeks. Also, the one Page position was filled by Katie Johansen who

started last week. With the addition of these two new staff members, the library is currently fully staffed.

- The Library Plaza Project contract was awarded by City Council on September 8th to APX Construction Group from Mankato. Plaza construction starts on September 28th. The project is expected to be completed in 6 weeks. Lisa and Bob transplanted as many plants as possible from the pollinator garden near the entrance to the other two gardens. The limestone removed during demolition will be saved and re-used. Stones that cannot be reused in the plaza will be salvaged and kept for future use.
- The library parking lot construction started September 8th. The construction crew expect to pour curb and gutter this week. An archeologist is on-site during excavation including excavation work on Central Avenue.
- As colder weather approaches with the changing of the seasons, staff are exploring additional options for services. Two of the options under consideration are lobby service and walk-up appointments. More detailed plans will be shared at next month's meeting.

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

- During the TAB meeting, information was shared about the Weekly Read with Deni. Ms. Deni will be reading *The Boxcar Children* by Gertrude Chandler Warner.
- Books & Brownies and Pizza & Pages will resume via Zoom.
- Snail mail pen pals is continuing.
- Storytime will be on Zoom.

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

- Micki O'Flynn has volunteered to be the SELCO Foundation Trustee. She is on the mental health team at both the School for the Deaf and the School for the Blind. She is also a member of the Friends of the Library Board. A motion was made by Keri to appoint Micki to be the SELCO Foundation Trustee. Melissa seconded. All in favor. Motion carried.
- Jayne Spooner (Library Advisory Board Vice Chair) volunteered to be the SELCO Board Representative. A motion was made by Melissa to appoint Jayne to be the SELCO Board Representative. Keri seconded. All in favor. Motion carried.
- The Library Advisory Board will need to authorize the withdrawal of funds from the SELCO Foundation for the Perkins + Will bid and contract assistance after the bill is received and possibly at the next meeting. Travis will also need to sign the authorization form. This authorization will need to be noted in the meeting minutes.

OTHER: Library Director, Delane James

- Travis met with Friends of the Library to discuss cancelling the soft opening of the Plaza and promote a grand opening May 21st thru 23rd, 2021. Flyers will be available at the International Festival on Oct 10th in Central Park. Advisory Board members who would like to volunteer for a time-slot at the festival can email Friends Vice President Mary Kubes.
- Melissa asked about adding Saturday hours and possibly offering curbside on Saturdays.

NEXT MEETING DATE: Monday, October 12, 2020, at 6:00 p.m. via Zoom meeting.

ADJOURNMENT: At 6:43 p.m. meeting adjourned.

Respectfully submitted,
Linda Hanson, Library Technician

Minutes taken via a recording of the September Zoom meeting.