

SCOTT COUNTY LIBRARY

MINUTES OF JANUARY 16, 2020

Thursday January 16, 2020

5:30 p.m.

Prior Lake Library
16210 Eagle Creek Ave Se
Prior Lake, MN 55372

Ed Speiker called the meeting to order.

Roll call was taken.

MEMBERS PRESENT: Michelle Salmonson, Ed Speiker, Jill Kufirin, Joyce Bailey

MEMBERS ABSENT: Lauren Spranger, Commissioner Weckman Brekke

OTHERS PRESENT: Jacob Grussing, Cindy Purser, Kristy Rieger, Sarah Geffre, Lisa Pollard, Amy Boese

There was no public comment.

- ❖ Consent Agenda
 - Minutes – November and December 2019
 - Activity Report –November and December (soft close) 2019
 - Financial Report – November and December 2019
 - Acceptance of written reports
 - Director
 - Associate Director
 - Library Technology Manager
 - Branch Manager

A MOTION WAS MADE BY BAILEY AND SECONDED BY KUFRIN to approve the Consent Agenda.

MOTION CARRIED

❖ **INFORMATION/DISCUSSION**

WELCOME NEW BOARD MEMBER

Lauren Spranger joins the board as the new representative for district 5 following Lee Watson's term limit being reached. Unfortunately Lauren was unable to make the meeting but is familiar with Scott County Libraries as she was a teen volunteer when she was younger.

2020 LIBRARY BOARD SCHEDULE

The Library Board members reviewed the proposed schedule and updated office rotations. It was requested that Sarah talk with Stacy about possibly hosting the Savage Library Board meeting in a month other than December.

LIBRARY STRATEGY

Over the past few months, the Directors Team has been working on a one page strategy to provide day-to-day and long-range guidance to our department's work. The document is currently in draft form but has been shaped by conversations at Staff Development Days, Library Management Team Meetings, monthly small group meetings, etc. All staff has had an opportunity to review the document as well. Jake asks that the board review the document over the month and bring any feedback to the February meeting.

LOOKING AHEAD

Jake continues to extend an invitation to the Library Board to help shape the discussions and agendas for meetings. Jake asked if there are any topics of discussion the board would like brought forward in 2020. Suggestions included:

- Friends of the Library (FOL) groups
- Reviewing 2019 budget, reviewing the 2020 budget and previewing budget requests with staff for 2021 budget
- Legacy funds and programming

❖ **REQUEST FOR BOARD ACTION**

MEETING ROOMS

It has been a few years since we reviewed the Meeting Room Policy and staff felt it was important to review the policy as we move toward Extended Access. The Library Management Team reviewed, debated and endorsed the version being presented to the board. Included in the packets is both a marked up version of the previous Meeting Room Policy as well as a clean version of the proposed Meeting Room Policy.

Most of the changes to the Meeting Room Policy are small, but two larger changes include:

1. Removal of the language: "All meetings must be open to the public and may not be restricted to a particular group"
2. Removal of the language: "Collecting entrance or admission fees, marketing or selling goods or services for profit and providing fee based services are prohibited"

These two larger changes are not being consistently upheld across all libraries and staff felt it was important to have consistency. The board asked clarifying questions before making a motion.

A MOTION WAS MADE BY BAILEY AND SECONDED BY KUFRIN to approve the revised Meeting Room Policy as presented.

MOTION CARRIED

❖ ORAL REPORTS

SPEIKER: Ed read an article about Ramsey County Library eliminating late fees on youth materials and found it interesting.

DIRECTOR: Second interviews for the Law Librarian position are being held on Tuesday January 21st. Extended Access work continues, but it is more likely the launch date will be in April. Jake just received the contract back from the vendor with suggested changes from the county attorney's office and has a meeting set up with IT and Facilities staff to continue work to prepare the space for the needed changes.

ASSOCIATE LIBRARY DIRECTOR: Staff day is two half days this year. Cindy is working on the details and will share more with the board once details are settled. The first date for 2020 is Friday March 20th

LIBRARY TECHNOLOGY MANAGER: Kristy worked with Shakopee Public Schools staff to finish loading K-5 students into the system for the Virtual Student Library Card initiative. All Shakopee students K-12 are now loaded into the system along with about 115 teachers.

Autorenewal went live January 1st and overall feedback has been good.

A new mobile app will be coming to replace Boopsie.

The new app is currently in development. Kristy continues to work with the county team to revamp and refresh the county website (including the library website) and Office 365 roll out (with Sarah Geffre) for staff.

LEARNING AND OUTREACH MANAGER

An intern from Shakopee High School will be working with us two days a week from the end of January into March. This is a new program for us via the CAPS Students Intern program through Shakopee Public Schools.

Lisa and her staff and Summer Team are busy planning Summer Reading 2020 and the Summer Readmobile schedule.

BRANCH MANAGER—AMY BOESE

Amy has been at Scott County almost one year now. Amy and her staff have had a busy year with new programs, trying new ideas and enjoying the completion of road construction. They look forward to 2020 and all the upcoming events.

MOTION BY SALMONSON AND SECONDED BY KUFRIN to adjourn the meeting.

MOTION CARRIED

Ed Speiker, President

Sarah Geffre for
Lauren Spranger, Secretary

The February Library Board will be held on Thursday, February 20, 2020 at Library Administration at 5:30 p.m.