

SCOTT COUNTY LIBRARY  
MINUTES OF JANUARY 19, 2023

Thursday January 19, 2023

Shakopee Library  
235 S. Lewis St.  
Shakopee, MN 55379

5:30 p.m.

Lauren Spranger called the meeting to order.

Roll call was taken.

MEMBERS PRESENT: Jill Kufrin, Katie Lee, Charles MacLean (late), Lauren Spranger, Amy Sticha,

MEMBERS ABSENT: Commissioner Weckman Brekke

OTHERS PRESENT: Jake Grussing, Sarah Geffre, Sarah Ethier, Lisa Pollard, Kristy Limberg

There was no public comment.

- ❖ Consent Agenda
  - Minutes – October 2022
  - Financial Report – None. Too early for 2023; haven't closed 2022 yet.
  - Acceptance of written reports

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

**MOTION CARRIED**

❖ **ACTION**

APPROVE ROTATION OF OFFICES

Per the Library Advisory Board's bylaws, offices of Secretary and President shall be rotated annually at the first board meeting of every year in the order outlined in the bylaws.

**A MOTION WAS MADE BY SPRANGER AND SECONDED BY STICHA** to rotate offices for 2023 as outlined in the bylaws.

**MOTION CARRIED**

APPROVE 2023 MEETING SCHEDULE

Sarah Geffre worked with the managers to develop a 2023 meeting schedule that aligns with the months the board discussed their desire to meet in at the October 2022 meeting. Locations for each meeting were presented.

**A MOTION WAS MADE BY SPRANGER AND SECONDED BY STICHA** to approve the 2023 meeting schedule.

**MOTION CARRIED**

## INFORMATION/DISCUSSION

### LEGISLATIVE DAY

Every year the Minnesota Library Association (MLA) organizes a Library Legislative Day at the Capital. This year it will be Tuesday February 28<sup>th</sup> and back in person to meet with elected representatives for a short period of time (15 minutes or less) to talk about and advocate for library specific issues and funding. Jake is setting up meetings with various elected representatives and once he has confirmed a schedule for the day will invite participation from the Library board.

### FUTURE AGENDAS

In an effort to ensure meetings are meaningful, Jake is asking if the Library Board members have any specific topics of interest they would like to discuss or learn more about along with an ongoing invitation to always request topics be added to agendas. Requested topics so far include: Book donation policy for Friends of the Library (FOL) groups and an update on fine free status.

The board asked about whether they need to discuss reinstating copying/printing charges, but they were already reinstated January 1, 2023, per direction from County Administration who requested departments recoup costs for services with direct costs associated with them. There hadn't been a formal rescind/motion in recent years for the suspension of payment, so no action was needed from the Library Board. Kristy Rieger is petitioning to move up a Capital Improvement Project that would allow us to purchase a more functional print management system that would better meet our needs (currently scheduled for 2024), but it is ultimately up to the County for the timeline.

## ORAL REPORTS

**KUFRIN:** Jill recently met the new Librarian for the Prior Lake – Savage Cluster. The City of Prior Lake is painting the library and the back room was recently cleaned and reorganized. Tech Time is back for individuals needing help with technology assistance. There is live music on Wednesday evenings in collaboration with Club Prior and many Early Literacy Class offerings.

**LEE:** Katie's family has been enjoying the digital collection, especially manga items that can be expensive for families to purchase.

**MACLEAN:** Chuck recently visited the Elko New Market Library and enjoyed his visit. He continues to use Libby a lot.

**SPRANGER:** Lauren and her family have been enjoying the story stations at various libraries as well as the scavenger hunt at the Savage Library. She also appreciates Mayor Williams enthusiasm for continuing to push to bring Extended Access to Savage.

**STICHA:** Amy is excited to hear that there are plans to bring Extended Access to New Prague. Her kids also enjoy the scavenger hunt at New Prague Library, and she has signed up to participate in the Winter Reads program. She also continues to use Libby frequently.

**DIRECTOR:** At the October meeting we talked about the Collection Development Policy and updating the Request for Reconsideration form. An updated and revised form was presented to the board. In addition to being available in the libraries, it will also be available online in a pdf format for customers to print and complete.

The City of Savage and Scott County now have a fully executed memorandum of understanding to remodel the Savage Library to increase meeting room space, separate staff and public areas to provide Extended Access and add offices with storage space for multi-purpose use, including by the Family Resource Center. Jake will be working with Stacy Lenarz (branch manager), Suzanne Arntson (Child Welfare Manager), Kristy Rieger and Savage City staff on the project moving forward. More details should be available at the April meeting.

For Scott County updates, District 3 now has Jodi Brennen representing as County Commissioner after Michael Beard decided not to seek reelection. She has been highly engaged and attending board workshops. She will also

be on the Historical Society board. The Scott County Historical Society recently hired a new director. Staff and programs work very well between the Historical Society and Library, but Jake hopes to see more future collaboration between the boards. Scott County Administrative and Community Corrections staff have been working on the new reentry home in Prior Lake that is being completed in partnership with Damascus Way.

**COLLECTION DEVELOPMENT MANAGER:** Sarah Ethier shared 2022 Collection Highlights with the board. Libby accounts for almost half of our initial circulations vs physical materials. She also shared the 2023 Collection Budget. The total collection budget amount (\$385,000) is the same, but allotments to different item types (nonfiction, fiction, DVD, CD, etc.) were adjusted to reflect usage and to try to help provide more funds for the digital library collection since Libby's use is so high. Many physical items also are costing more due to inflation.

The board asked questions about databases and uses. Jake will have Paula, Adult Services Coordinator, come to a future meeting to present and discuss databases in depth.

**LEARNING AND OUTREACH MANAGER:** Lisa is starting up two new teams for branch and admin staff. One will focus on summer programming and another on adaptive programming. Cozy Up and Winter Reads programs for adults are running right now.

The Readmobile continues to go out this winter although it is harder with the snowy weather and several sites plowing snow into areas the Readmobile parks in, so staff have had to switch to providing services out of County cars in some locations/situations. Staff try to engage children as they come off the school bus in townhome and mobile home communities.

Libraries across the system continue to offer book clubs and Early Literacy classes at all libraries. Three new story station themes are being offered (one is bilingual). Paula is planning Hands On arts workshops for April which will be a mix of in person, online and in assisted living facilities. A few online business classes are also currently being offered. Summer reading programming is also starting to get underway.

**BRANCH MANAGER (KRISTY LIMBERG):** Kristy started as the new Belle Plaine, Jordan, Shakopee branch manager. She has been with the library for the past 20 years in a variety of roles. The Belle Plaine, Jordan and Shakopee staff have had a variety of increases in hours and position promotions as a cascading effect of Kristy's promotion.

Waggin Tales has increased to monthly due to popularity of the program. Kristy is working with her staff to add Stories and Songs programming on Saturdays to provide an alternative program option for the typical weekday morning Early Literacy Class offering. Early Literacy class is currently offered biweekly, and she is working to increase the frequency soon.

The Shakopee staff will miss having the Family Resource Center (FRC) staff at the Shakopee Library. Kristy is working with Transit staff to obtain bus passes for clients who show up at the Shakopee Library to help get to the new FRC space at Marshall Road Transit Station.

**MOTION BY LEE AND SECONDED BY SPRANGER** to adjourn the meeting.

**MOTION CARRIED**

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Jill Kuftrin, President

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Sarah Geffre for  
Katie Lee, Secretary