

Minutes
Nobles County Library Board of Directors
Monday, December 9, 2019

- **The following board members were in attendance:** Kathy Craun, Peg Faber, Marlene Greve, Mary Ingenthron and Charlene Wintz
- **Absent:** County Commissioner Gene Metz
- **Present library staff:** Circulation and Technical Service Coordinator Myra Palmer (acting Library Director) and Office Support Marci Moshier
- **Other:** The Globe reporter Julie Buntjer

Call to Order:

Kathy Craun called the meeting to order at 4:00 p.m.

Additions to Agenda:

Donation – add under New Business.

Upcoming event – Winter Reading Program

M/S/P: Ingenthron/Wintz

Public Comment:

No comments. Kathy Craun notes that the Friends of the Library will not be meeting in December.

Approval of Minutes:

The board reviews the minutes for the November 4, 2019 meeting.

M/S/P: Faber/Greve

Reports:

Financial:

Update on Adrian Library's Renovation Fund: Office Support Marci Moshier updated the board that she had talked to Amy Dykstra in Finance for more information on this fund. The interest from this account is deposited into the County's general fund but the balance will remain at \$29,788.73 until used. Amy talked to an auditor that said it might be possible to move the money into another account so that the library collects the interest, but this would have to be ran by the County Attorney to make sure it's even possible. The auditor did not recommend this though, as the small amount of interest earned wouldn't be worth the additional cost to track and monitor the funds. The Library Board agrees to leave the account as is.

M/S/P: Greve/Ingenthron

Claims:

The board reviewed the claims for November 6 – December 4, 2019. The board discusses that the railings were finally put up along the back steps at the Adrian Branch Library. It's clarified that the money to pay for that was not taken out of the Adrian Renovation Fund; it was still part of the construction cost. Tom Johnson provided Marci Moshier with the account number to use to pay the bill.

M/S/P: Wintz/Faber

Circulation:

Myra Palmer reports that the Nobles County Library has now saved its patrons over one million dollars! Kathy Craun points out that other libraries have a higher number in the digital stats and wonders if we need to promote that a little

more, also pointing out that the new Library Director may have some ideas. It's discussed that when promoting the Winter Reading Program that digital, E-books and audios could be promoted as well.

PCLS Report:

Mary Ingenthron reports that the committee is still looking for a Director but that a contract is being made with the Marshall librarian, Michele, to oversee Plum Creek and sign reports. Michele will be contracted so many hours per week to do that and that it could be up to a couple of years that she would be doing this as well as continuing to work in Marshall. Mary continues that the hope is that someone will continue to work towards that degree in order to become the Director. Mary states that they are very pleased with the staff at Plum Creek for continuing to do great work, even without a Director.

Old Business:

- **Library Board Work Session – choose date & note purpose**
 - Kathy Craun asks the board if a future work session should be scheduled to stay updated with the WELL Project plan and to set goals and purposes for the future. It's discussed and agreed that the new Library Director should get acclimated here and then possibly discuss a work session after that.
- **District 4 Candidate Update**
 - None of the Library Board members have any updates. Peg Faber asks if it is the board's job to find someone but Kathy Craun states that it's up to the County Commissioner of that district and the board can talk to them and answer questions.
- **Hiring of Staff Update**
 - Myra Palmer updates the board on these positions:
 - **Library Director:** David Bradford has been hired and starts this Thursday, Dec. 12th
 - **Adrian Branch Librarian:** Christy Hornstein - started Dec. 2nd
 - **Adrian Lib. Page (12 hrs/mo):** Tina Zbytovsky was hired as this position but now is the 16 hr/wk – the 12 hr position will be looked at by the new Library Director as to what he wants to do
 - **Adrian Lib. Page (16 hrs/wk):** Tina Zbytovsky - started Nov. 4th
 - **Worthington Circulation Assistant:** Elizabeth Ramos Loza - started Dec. 2nd
- **Adrian Hours**
 - Myra Palmer updates that starting next week Christy will be training in Adrian with staff and that Tina and Christy will both work together in Adrian next Friday afternoon
 - Due to Christmas and New Year's Eve holidays, it is agreed that Adrian will go back to their regular hours starting Monday, January 6, 2020. This will be publicized in a couple different places.
 - Regular Adrian hours are:
 - Mon. 12-7, Tues. 12-5, Wed. 12-5, Thurs. 12-7, Fri. 12-5 and Sat. 10-1 (Sat.-during school year)

New Business:

- **WELL Project Update**
 - Kathy Craun and the board received an e-mail update from Tom Johnson that Monday, December 16th from 11 am – 1 pm there is a meeting in the Farmer's Room. This is to establish a plan for billings, communication and scheduling. Anybody on the library board can go and it is recommended that 1-2 people consistently go to these meetings.
- **Dolly Parton's Imagination Library**
 - Kathy Craun saw a flier that people could sign up for this program and found out that it's done by the Chamber of Commerce and is funded through the United Way. Basically if a child is signed up they receive a book per month. It's discussed that the program gets books into children's hands and that's good, not everybody realized it was active and promoted in Worthington.

▪ **Donation**

- Myra Palmer reports that the Worthington Garden Club has donated \$49.77 for three books that they chose from a list. The books are on order and Myra will send them a thank you.
- *BE IT RESOLVED by the NOBLES COUNTY LIBRARY GOVERNING BOARD that the Nobles County Library does hereby graciously accept the donation of \$49.77 from the Worthington Garden Club and further, that the Board does hereby extend its sincere gratitude for the donation. WHEREUPON the above resolution was adopted at the Nobles County Library Board meeting this December 9, 2019.*
- M/S/P: Ingenthron/Faber

Upcoming Events:

- Santa will be here this week for children’s story time.
- Adult Winter Reading Program will start January 1st and go through March 1st. The theme this year is “Snow is Falling Books Are Calling”. Mugs or large candy bars will be the prize once an adult has read 12 books. E-books or audio books do count as well.
- Auditors will be here Friday, December 13th.

Adjournment:

M/S/P: Wintz/Greve

Next Meeting:

Monday, January 13, 2020 at 4:00 p.m.

Respectfully submitted, Marci Moshier, Office Support