

Minutes
Nobles County Library Board of Directors
Monday, February 10, 2020

- **The following board members were in attendance:** Kathy Craun, Peg Faber, Marlene Greve, Charlene Wintz and County Commissioner Gene Metz
- **Absent:** Mary Ingenthron
- **Present library staff:** Library Director David Bradford and Office Support Marci Moshier
- **Other:**

Call to Order:

Kathy Craun called the meeting to order at 4:02 p.m.

Additions to Agenda:

None.

M/S/P: Faber/Wintz

Public Comment:

None.

Approval of Minutes:

The board reviews the minutes for the January 13, 2020 meeting.

M/S/P: Faber/Wintz

Reports:

▪ **Financial:**

Periodical funds are discussed as a lot of money has been used already; Library Director David Bradford explains that a lot of subscriptions get renewed towards the beginning of the year. He adds that the yearly Plum Creek invoices have come in as well and will use up those appointed funds right away.

M/S/P: Greve/Wintz

▪ **Claims:**

The board reviewed the claims from 1/8/20 to 2/5/20. Office Support Marci Moshier points out to the library board that the first two weeks of invoices were still funded from the 2019 budget. David Bradford questions the Adrian utility bill and as to why it's so high. Adrian board members offer the names of Dave Edwards and Adam Henning from Adrian to possibly help look into the meters.

M/S/P: Wintz/Faber

▪ **Circulation:**

No comments.

PCLS Report:

Gene Metz reports that the next meeting is February 19th. Things have been working out with Michele from Marshall filling in part time.

Old Business:

▪ **WELL Project Update**

- David Bradford updated the library board that he and others met with the architects last Thursday and Friday (Feb. 6th and 7th). Thursday was the stakeholder meeting and Friday the architects met with four different groups in the library's conference room. He adds that it's helpful to have a library architect team as they know the ins/outs and normal standards for modern libraries. David adds that

the architects will be talking to staff again this Friday (Feb. 14th) and that the architects will then be coming back a week from Thursday (Feb. 20th). The February 20th meeting is some sort of public/community meeting, there aren't many details out yet. Marlene Greve states that she heard three different times during Friday's meeting that she attended that everything we get depends on these four things:

- 1.) Site constraints
- 2.) Money available
- 3.) Needs of entities
- 4.) The field house

Kathy Craun adds that the meetings were great and that a lot of information was given. She states that she is disappointed that the soil remediation is working parallel with the building; she feels that things need to be known about the site first and how to fix the soil if need be but the soil results haven't been shared yet. She adds that they plan to be finished by August of 2022 but there is a lot of unknown yet. Gene Metz reports that the soil contamination wasn't as bad as they thought but also says it will take a different type of building as this land is like most of Worthington, swamp-like, plus this land isn't far from the lake. Gene adds that this is doable but the cost is probably going to be more and says the County Commissioners have committed what they can commit. The board discusses that things will also depend on if the WELL Project receives the bonding or not and that we won't know that for a few more months.

▪ **New Website Update**

- David Bradford updates the library board that the new website planning is going well. He has an agreement set up with the lady that did the Nobles County website as the goal is to make it look seamless between the library and county website. Gene Metz asks about updating and changing information on the site and David replies that it will be updated regularly with programs and upcoming events.

▪ **Adrian Branch Library Update**

- David Bradford again updates the library board that he has been in contact with Bruce Heitkamp (Nobles County Emergency Manager). There was some testing done recently in the Adrian library and there was not any dangerous mold detected. David continues that they are looking at replacing approximately 3,000-4,000 books but reminds the board that the money is already there. He wraps up the discussion by saying that things will eventually be happening and that there's a plan.

New Business:

▪ **Updating of By-Laws of the Nobles County Library Board of Trustees**

- David Bradford has been talking informally with the library board members and has gone through the current library board by-laws. He has included the by-law suggestions in a packet for the board. David states he has also talked to the State Librarian and has gotten her input. There is much discussion while going through the by-laws. The board agrees on:
 - The library board as a 5 member board.
 - The County Commissioner will be an ex-officio member.
 - A quorum would be 3 board members present (not including the County Commissioner)
 - To comply with the state trustee handbook, officers are president and secretary (no vice president) – secretary presides in absence of president
 - Board will determine if the minutes will be available to the public in paper or electronic form
 - Library by-laws/library policies will be reviewed every 3 years
- David will edit the current by-laws proposal and bring them back to the next board meeting for approval and voting.

▪ **Possible Letter of WELL Project Support**

- David Bradford presents a rough draft of a possible letter of support. It is addressed to the Nobles County Board of Commissioners per Tom Johnson's suggestion, but David adds that it's really written for the legislature in St. Paul. There is discussion amongst the board members. Kathy Craun won't sign this letter; she feels that their vote stands with the library board not supporting the WELL Project.

She adds that the general public are expressing their concerns and that the majority she has talked to do not support the project either. Marlene Greve adds that if signing this letter negates her original vote that she won't be signing it either. It's discussed as to why there even needs to be a letter; the library board voted and their vote stands in not supporting the WELL Project. Peg Faber adds in that some people in Adrian are against the WELL Project as well and that she doesn't understand the purpose of the letter. Kathy, Marlene and Peg all agree that they still go to the meetings in good faith and that there are positive things coming out of the meetings. It's said again that the library board can be positive and participate but still not be in support of the project. Gene Metz advises that if it's not signed by everyone then don't send it. The three board members remaining at the meeting (Peg, Kathy and Marlene) agree not to pursue this matter further, but that the statistics included in the letter may be resourceful for other things. Gene adds that statistics could be sent on.

▪ **Purging of Patron Records**

- David Bradford explains to the board that it has been asked by the library staff if they could possibly clean up some of the patron records. Marci Moshier adds that there are many patron records that are expired but they still have overdue items on their account or unpaid fines. These accounts show up on the reports ran by staff and some go as far back as 2009/2010. She goes on to explain that if patrons have over \$25.00 of library materials that are not returned they are sent to court. Most of the time the materials are paid for but not always, especially if the people cannot be found. Marci adds that Plum Creek will purge records after 3 years if the record has no fines and nothing is checked out. After discussing it, the library board agrees that anything more than 37 months (3 years) should be okay to be cleaned up.

- **Motion: To allow the staff to delete overdue materials after 37 months.**

- M/S/P: Faber/Greve

▪ **Food & Drink Policy**

- David Bradford explains that here in Worthington there has been some trouble with kids/teenagers and food. The general rule in the Worthington library is that covered drinks are allowed in the library but food has to be eaten in the lobby by the elevator. In the Adrian library the general rule is that food and drink is permitted at the front table in the library, but not on the other furniture. The board asks David to draft a food and drink policy and present it to the board at next month's meeting. Discussion is wrapped up by adding that the exception to this would be library hosted events, such as open houses, meet and greets, etc.

Other:

▪ **Update on Winter Reading Program**

- David Bradford reports to the board that the Winter Reading Program is going great in both locations. Worthington had around 170 signed up and Adrian had around 35. Several cards have already been completed at each location as well.

▪ **Open House**

- Reminder that the open house is next Wednesday, February 19th from 1-3 pm. The library staff has tablecloths, cups and napkins ready for the event. Cookies will be ordered from Hy-Vee and the staff will make punch and coffee the day of the event.

Adjournment:

M/S/P: Greve/Faber

Next Meeting:

Monday, March 9th, 2020 at 4:00 p.m.

Respectfully submitted, Marci Moshier, Office Support