

Minutes
Nobles County Library Board of Directors
Monday, January 13, 2020

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

Call to Order:

Kathy Craun called the meeting to order at 4:03 p.m.

Additions to Agenda:

None.

M/S/P: Faber/Greve

Public Comment:

No comments.

Approval of Minutes:

The board reviews the minutes for the December 9, 2019 meeting.

M/S/P: Greve/Faber

Reports:

Financial:

Approved 2020 Budget: David Bradford states that the County Commissioners approved the 2020 library budget and that it is basically what former Library Director, Marjorie Ferguson, submitted in 2019. David continues that the labor allocations were not set up correctly and that there is a spreadsheet in the board packet which shows this. The total estimated labor cost is similar and is not a cause for alarm. A 2019 vs 2020 budget spreadsheet was also included just for comparison of the budgets.

M/S/P: Faber/Greve

Claims:

The board reviewed the claims for December 11, 2019 through January 9, 2020.

M/S/P: Greve/Faber

Circulation:

Kathy Craun points out from the circulation reports that Worthington sends out a lot of items compared to what we get back. David Bradford agrees; it's a lot of extra labor sending these materials to other libraries and that it is unbalanced against us that way. It's discussed that Adrian numbers are still down but that they are now back to the regular hours as of January 6, 2020; this should help improve numbers for this year.

PCLS Report:

David Bradford attended the Director's Meeting last week and reports that Michele in Marshall will be the acting interim director. They are hoping to get a manager for 20-25 hours a week to do the daily paperwork and oversee things. If things need a director's signature then Michele will sign off. The hope is that the manager that is hired will be working towards their Master's degree and then go in to the director's position.

Old Business:

- **WELL Project Update**
 - Tom Johnson reports that February 6th and 7th will be intense planning days. Tracy will be coming to the library to work with David and the library staff. Kathy Craun asks if test results for the soil are back yet, Tom checked last week but there are no results yet. Marlene Greve asks if February 6th and 7th are something the library board needs to attend but Kathy clarifies that board members would be welcome but it'll mostly be driven by the staff.
- **Library Board Work Session**
 - It is discussed and agreed upon to wait to set up a work session for now. Once the soil results are back and the meetings on February 6th and 7th are done there will be more of an idea of where to go from there. Tom Johnson states the concept will go very fast; if we get the bond we have two years to spend it.
- **District 4 Candidate Update**
 - Tom Johnson reports that Bob Demuth, Jr had talked to someone but hadn't gotten a response. Kathy Craun states she has pursued a couple of people but without any luck. Tom adds that an option would be to relax the by-laws to allow another at-large member. Matt Widboom agrees with this as it would broaden the amount of people. Marlene Greve tells the board that her term is ending this summer and that former employee from Adrian, Meredith Vaselaar, was the one who pulled her into joining the board. Kathy Craun adds that Christy Hornstein in Adrian might know a patron that could be contacted about possibly becoming a library board member.
- **Hiring of Staff Update**
 - David Bradford updates the board that he started a month ago, Christy and Tina are in Adrian with regular hours again, Elizabeth has been here about a month and adds that Marci Moshier has been here for a year now.

New Business:

- **Determine whether to be open on the following Saturdays in 2020:**
 - **May 23rd, July 4th, September 5th and December 26th**
 - The board discusses these Saturdays. Tom Johnson explains County policy: if a holiday is on a Saturday the County observes it on Friday and if a holiday is on a Sunday the County then observes it on Monday.
 - **Motion:** "I make the motion that the Nobles County Library will be closed on those Saturdays; May 23rd, July 4th, September 5th and December 26th." Peg Faber, seconded by Marlene Greve.
- **Whether to close on Turkey Day, September 19, 2020**
 - Discussion by the board – historically both Worthington and Adrian close on Turkey Day.
 - **Motion:** "I make the motion to close on Turkey Day Saturday, September 19th." Marlene Greve, seconded by Peg Faber.
- **Proposed Additional Staff in 2020 Budget**
 - David Bradford explains that no action will happen with this just yet but that he wanted the board to be aware of it. According to the 2020 budget additional staff could be hired, whether a new person is hired or expand the hours of a current staff member. David continues that the position may just be to have a third person on Saturdays, mostly in the children's room. The board discusses that this was presented at a previous meeting with former Library Director, Marjorie Ferguson. Marci Moshier explains that Marjorie had been thinking of hiring two people for the children's room – that position would work evenings and Saturdays. Kathy Craun adds that this came about when the Volunteer Policy was updated. David wraps up the discussion that this position would cover about 10-12 hours a week, basically as a Library Page to cover evenings or Saturday hours and that things are unsure right now. Tom Johnson reminds the board that they held off on hiring a 3rd position in Adrian and David adds that this Library Page could maybe cover over in Adrian as well, if needed.

▪ **Acceptance of Donations**

- David Bradford has received two donations. Kathy Craun reports that a \$500.00 donation from the Harold Wass Memorial was made; Harold Wass was library staff member Nancy Flynn's father.
BE IT RESOLVED by the NOBLES COUNTY LIBRARY GOVERNING BOARD that the Nobles County Library does hereby graciously accept the donation of \$500.00 from the Harold Wass Memorial 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 January 13, 2020.
- M/S/P: Faber/Greve

- Kathy Craun reports that a \$200.00 donation from Mark and Marcia Shepherd was made.
BE IT RESOLVED by the NOBLES COUNTY LIBRARY GOVERNING BOARD that the Nobles County Library does hereby graciously accept the donation of \$200.00 from the Mark and Marcia Shepherd 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 January 13, 2020.
- M/S/P: Greve/Faber.

- Office Support Marci Moshier will send a thank you to Mark and Marcia Shepherd. Nancy Flynn has requested not to receive a thank you.

▪ **Investigation of Overdrive Advantage**

- David Bradford tells the board that in his previous job he managed 77 libraries that did Overdrive. He is informing the board with this information to see if they would like him to go ahead and investigate more into improving the cost of Overdrive Services. He states that Worthington's numbers aren't that great compared to what he has seen in South Dakota. He states that there is another way – there is a sign-up fee (maybe \$250.00) and then an eBook can be bought and it is just ours, it's not lent out to other libraries. David continues that this may be a way to increase the number of eBooks checked out down the road. Peg Faber asks if a book can only be checked out so many times and then it's gone. David replies that it depends on the book bought and that some are bought on a limited number of usage but others you can buy and own forever. The board discusses that right now once a book is reserved it may take months for it to be your turn and you only have about a week to read it before it's gone. David adds that this would help a bit but wouldn't solve all of the problems. The board agrees that this would be a good thing for David to continue looking into.

▪ **New Website**

- David Bradford updates the library board that the library's website is around 12 years old and that it looks that way. He has been communicating with IT and there is hope to hire the same person that made the county website and have them make a separate library site. David adds that right now he's guessing it will be between \$1,000.00 to \$2,000.00 but also mentions that there may be some grant money available from last summer yet. (\$7,500.00) David is taking the lead on this project but will have the staff give their input as well. He will continue to work on this.

▪ **First Amendment Audits**

- David Bradford has included a report that was handed out at the Plum Creek Meeting – they suggested it be shared with the board. Tom Johnson explains that basically if someone is in a public building they can video public space. It has made headlines because a few public buildings have tried to stop it but they can't because it is those people's first amendment right. Tom's advice is to ignore it and it will go away. Others add to Tom's comments that we can't put kids or patrons on our website, for example, without each person's permission. David is going to look into this more as well, with insurance company MCIT.

▪ **Adrian Issues**

- David Bradford brings up the old, musty smell in Adrian. The board is familiar with this problem. David continues that when Worthington staff was filling in over in Adrian last fall/winter that they noticed the smell and had some reactions to it. David's best guess is that it is coming from the books

and told the board that Adrian's plastic delivery totes were replaced because of the smell as well. Discussion if there is a test that could be done but there are so many factors that it would be hard to know how to test and what to test for. Tom Johnson explains the old Adrian Library building and why the renovation was done. David estimates that if it's the books that need to be replaced, it could cost about \$60,000, to replace the books that had been there before the remodel. There is money from donations, the Adrian Renovation fund and also that the Friends of the Library could possibly help. Tom Johnson suggests David work with Bruce Hietkamp, Deputy Administrator/Emergency Management for Nobles County, on this. Discussion that it seems like the best guess is that the smell is from the books and that it also would be a chance to update the collection.

Upcoming Events:

- Kathy Craun would like to have an open house/reception. February is "I Love to Read" month and it would be a great way to promote the Winter Reading Program, reading, meeting the new Library Director and promoting the library in general. The board volunteers to help with refreshments, setup and cleanup. The Friends of the Library will donate \$100.00 for refreshments. It is decided that Wednesday, February 19, 2020 from 1-3 p.m. is when this will happen. Marci will make a flyer and work with Kathy and the board for approval, then start promoting this event on February 1st.

Adjournment:

M/S/P: Faber/Greve

Next Meeting:

Monday, February 10th, 2020 at 4:00 p.m.

Respectfully submitted, Marci Moshier, Office Support