

Minutes
Nobles County Library Board of Directors
Monday, March 9, 2020

- **The following board members were in attendance:** Mary Ingenthron, Peg Faber, Marlene Greve, Charlene Wintz and County Commissioner Gene Metz
- **Absent:** Kathy Craun
- **Present library staff:** Library Director David Bradford and Office Support Marci Moshier
- **Others Present:** None.

Call to Order:

Charlene Wintz called the meeting to order at 4:02 p.m.

Additions to Agenda:

M/S/P: Greve/Ingenthron

Public Comment:

None.

Approval of Minutes:

The board reviews the minutes for the February 10, 2020 meeting. Peg Faber requests that on page 3 it be changed to “Peg Faber adds in that some people in Adrian are against the WELL Project...” Marci Moshier has made the revision.

M/S/P: Faber/Greve

Reports:

Financial:

▪ **Quarterly report of Adrian & Worthington Donation Funds**

- David Bradford reports that there isn’t anything to update the board on with Financials at this point. The Board reviews the donation spreadsheets; they agree they like to see those quarterly just to know where things are at. David adds that we do now have the \$7,500.00 of the Catholic Grant money back from the Friends of the Library and have used it to purchase a few things – this spreadsheet is also included with the Donation Spreadsheets.

M/S/P: Ingenthron/Greve

Claims:

The board reviewed the claims for February 12, 2020 through March 4, 2020.

M/S/P: Ingenthron/Greve

Circulation:

David Bradford informs the board that circulation is not very good. He notes that last year adult book checkouts went down a lot but that audiobook circulation went up, which seems to be a general trend in libraries. He suggests the solution is to have more audiobooks and e-books.

PCLS Report:

Mary Ingenthron says that things are going well and that Michele from Marshall is wonderful. Gene Metz agrees; she is a good leader. Gene adds that they’re looking at job descriptions, salaries and looking at getting everybody a little more cross trained in positions. The census is brought up in discussion; the board agrees it’s very important that the

library staff is helpful for this. David Bradford adds that the library is a registered census help center and that the staff will be watching a training video to prepare for helping with the census. David continues that he has received the proposed overdrive contracts for 2020 (and up to 2023) and he strongly stresses to the board that they are terrible. Based off of what he has seen in his previous work in South Dakota, these proposals have too much overhead and not spent on enough books. David sent all the directors in Plum Creek (as well as Mary Ingenthron and Gene Metz) an e-mail urging them not to advise approval of this proposed contract. Gene Metz informs David that there is an executive meeting on March 18th and encourages that he sends his information and concerns their way so it can be addressed. David will be attending the Plum Creek Advisory Council meeting on Wednesday, March 11th as well to voice his concerns.

Old Business:

- **WELL Project Update**
 - David Bradford updates the board that he and some of the library staff met with the library architects a couple of times since the last Library Board Meeting and the meetings were productive. The meetings went through things such as space layouts, how much space for certain things, how many chairs, how many desks, joint spaces and so on. He adds that we won't necessarily be buying more material but it'll be easier to display in a new building. It is still not clear if the library will be on one floor or two but David is anticipating at least a couple full time staff will need to be hired to help cover. Tentatively April is when there should be basic concept designs for viewing.
- **Website Update**
 - David Bradford reports that there isn't much new at this point. They have received the initial layout and now it's on our end of things to get the text and content ready. He adds that the deadline for this is the end of April, as Jackie will be getting much busier with her programs.
- **Updating By-Laws of the Nobles County Library Board of Trustees**
 - The Library Board reviews the changes in the proposed copy of by-laws from the last meeting. There are a few things that needed clarification; David will edit these things and send a copy to the board members. The Board decides to have everyone look at these by-laws on their own time and address it again next month.
- **Food and Drink Policy**
 - David Bradford has drawn up a draft copy of the Food and Drink Policy.
 - **Mary Ingenthron makes the motion to approve the Food and Drink Policy.**
 - Peg Faber seconds the motion.

New Business:

- **Donation**
 - David Bradford reports that Galen and Sherry Benton have made a donation in memorial of library patron, Barb Turpin. (Jane Moore's mother)
 - *BE IT RESOLVED by the NOBLES COUNTY LIBRARY GOVERNING BOARD that the Nobles County Library does hereby graciously accept the donation of \$30.00 from Galen and Sherry Benton 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 March 9, 2020.*
 - M/S/P: Greve/Faber
- **MN Public Library Annual Report**
 - David Bradford reports that he has this report basically done. He worked hard on it for a couple of days and adds that it needs to be done by the end of the month.

Other:

- **Winter Reading Program Update**

- David Bradford updates the board that the program is going well in Worthington and Adrian. Worthington has a total of 180 patrons signed up with 67 completed. Adrian has a total of 39 patrons signed up with 12 completed. This program is done at the end of March.
- **Spring Book Sale: April 20th – April 25th**
 - David Bradford informs the board that the Spring Book Sale has been set. David mentions that he received an email flyer from Marshall Library that their Friends of the Library puts on their book sale. Here the library staff will set up/take down the book sale and that R.S.V.P. Volunteers sit down there and conduct much of the actual sale. If the WELL Project does go through, it is mentioned that it will be likely that additional fundraising would be necessary; whether by the Friends of the Library or another organization.

Adjournment:

M/S/P: Ingenthron/Faber

Next Meeting:

Monday, April 13th, 2020

Respectfully submitted, Marci Moshier, Office Support