

Minutes
Nobles County Library Board of Directors
Monday, May 11, 2020
(Via Zoom/Telephone)

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

Call to Order:

Kathy Craun called the meeting to order at 2:00 pm.

Additions to Agenda:

None.

M/S/P: Wintz/Faber

Public Comment:

None.

Approval of Minutes:

The board reviews the minutes for the April Library Board meeting – this was a cancellation notice as the meeting was cancelled by Chairperson, Kathy Craun due to the Governor’s Stay At Home order and the COVID-19 outbreak.

M/S/P: Faber/Greve

Reports:

Financial:

The March financial reports were reviewed.

M/S/P: Ingenthron/Wintz

The April financial reports were reviewed.

M/S/P: Faber/Greve

Claims:

The board reviewed the claims for March 2020 and April 2020. Library Director David Bradford reports that money spent to replace the Adrian books is being paid for by the Adrian Renovation Fund. The March and April regular book orders were paid for by the Catholic Charities Grant to help save the County funds. David adds that the deadline to use the grant money is this summer. Marlene Greve asks if anything was figured out from previous months as to why Adrian’s monthly utility bill was so high. David Bradford replies that no good answer was found but he suspects it was the electrical heaters. The heaters were turned down.

M/S/P: Ingenthron/Wintz

Circulation:

The board reviewed the circulation reports for March 2020 and April 2020. David Bradford explains that on April 15th the library staff started filling holds and placing them in the front lobby for patrons to pick up in the afternoons. Adrian has been doing the same. In Worthington there are about 20 bags picked up daily. David continues that E-books have gone up by 1/3 but that’s still not great.

PCLS Report:

Gene Metz reports that next Wednesday, May 20th is the Executive Board Meeting. There is a hairdresser that rents part of the building and is asking about rent abatement, due to the COVID circumstances. Gene adds that overall they are trying

to keep staff there or working from home to try to keep them paid. There are some libraries that are still open and are doing delivery. David Bradford spoke up and tells the board that delivery here in Worthington has been very inconsistent. Right now they are to pick up delivery twice a week on a Tuesday/Friday pickup but it hasn't been that. David adds that he talked to delivery driver, Jimmy, this morning and Jimmy stated that he agrees it would be easier to keep Worthington on a four day delivery schedule verses two days as it's a block off of their driving route anyway. Gene Metz encourages David to talk to Rebecca or Michelle at Plum Creek and David replied that he is planning to talk to Michelle later today.

Old Business:

WELL Project Update

- David Bradford reports that there was a Zoom meeting with the architects last Thursday that he and some of the library board members attended. David explains that the architects have a concept design put together to send up to the bonding committee. Gene Metz adds that the bonding bill is still being discussed; if it goes forward then the project will continue to move forward.

Website Update

- Kathy Craun reports the new website is up and running. David Bradford explains that it is meant to look like the County website and that it is for both the Worthington library and the Adrian library. He adds that this will be the main way of communicating with the public in the future and also that the staff will be editing and adding to the website as well. Children's Librarian, Jackie Van Horsen, will be starting this week to do video story time, which will be unloaded to the Nobles County Library's new YouTube channel, which will be on the website. Charlene Wintz requests that Jackie let Round Lake-Brewster schools know about this, so the kids are aware. David will let Jackie know so that it is advertised and sent around to additional schools/day cares.

New Business:

General Business Update

- David Bradford explains that he has regular department head meetings but that he is hoping to have more information tomorrow after the County Commissioners meeting. Gene Metz explains there is a special board meeting tomorrow to start discussing opening things up. He states they are waiting to see if/when the Governor relaxes things. Gene mentions if things do start to open up it would possibly be the later part of next week or the next week. David Bradford mentions that a general library re-opening proposal was sent up to County Administrator, Tom Johnson, so he's aware of what the tentative plan is for the library. David also adds that the library can't open on short notice; it will take a day or two in order to be ready to open to the public. David also informs the board that at this point we just don't know about the summer programs but at the beginning it will mostly be done remotely and hopefully over time that can be relaxed.

Employee Update

- David Bradford notifies the board that Myra Palmer has turned in her letter of retirement, which will be effective May 31st. The board members expressed their well wishes. Marlene Greve asks what the process is to replace that position and David replied that the position can be posted internally first if they decide to do that or it can be posted externally as well. He adds that Myra has postponed her retirement for quite some time to help out and that it was greatly appreciated.
- David Bradford also informs the board that the summer intern position may or may not happen. He states that if the right person applies they will fill it, as we'll be down a full time person and might need another person just to help.

Board Membership

- Gene Metz informs the board that the County Commissioners voted to accept Andrea Valeria Duarte-Alonso as a library board member, filling the District 4 vacancy. Gene doesn't have any more details at this time, as to when her term would start but he will look into it.

By-Law Review

- The library board reviewed the by-laws again and agree the changes that were made after the March meeting look correct. Kathy Craun states with by-law changes it takes three readings and on the third reading they need to be approved. The board agrees that today would count as reading number one as no changes will

be made. It is noted that the June board meeting will be reading number two and the July board meeting will be the third and final reading as well as approval at that time.

Other:

▪ **Winter Reading Program Update**

- David Bradford explains that with the library being closed the Winter Reading Program has not officially ended but that it needs to end. He goes on to explain that it will end a week after the library opens; this gives patrons time to turn in their completed cards and choose their prize.

▪ **Spring Book Sale**

- David Bradford informs the library board that the Spring book sale is cancelled due to COVID-19 circumstances. He states there is a possibility of having a book sale in the Summer or we will just wait until our regular Fall book sale. All of this new information will be posted on the website.

Adjournment:

M/S/P: Wintz/Faber

Next Meeting:

Monday, June 8, 2020

Respectfully submitted, Marci Moshier, Office Support