

Minutes
Nobles County Library Board of Directors
Monday, June 8, 2020
(Via Zoom/Telephone)

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

Call to Order:

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

Additions to Agenda:

Kathy Craun would like to add under New Business - discussion on future library board meetings.

M/S/P: Greve/Ingenthron

Public Comment:

None.

Approval of Minutes:

The board reviews the minutes from the May 2020 board meeting.

M/S/P: Faber/Wintz

Reports:

Financial:

The May 2020 financials were reviewed.

M/S/P: Wintz/Ingenthron

Claims:

The May 2020 claims were reviewed. The board is curious about payment for the Plexiglas that was installed due to COVID-19. David Bradford explains this is coming out a separate COVID fund. Gene Metz adds that the county is keeping track of these extra expenses incurred from COVID.

M/S/P: Faber/Greve

Circulation:

The board reviewed the circulation reports for May 2020. David Bradford notes that the Nobles County Library is still in a lending deficit with the rest of Plum Creek and adds that it's a lot of extra work on the staff. David is going to keep looking into this. Gene Metz adds that he will bring it up at the Plum Creek Executive Meeting and that he will also visit with Joel tomorrow, as he has to stop at Plum Creek.

PCLS Report:

Gene Metz reports that the next meeting is Wednesday, June 17th. He continues that funds are good as there is no director and that they are still proceeding with the path they're on. Gene adds that there is a need for a new delivery truck as well as upgrading the server, both of which will be addressed at next week's meeting. Mary Ingenthron reports that there are updates on the Plum Creek building itself, inside and out.

Old Business:

▪ **WELL Project Update**

- David Bradford reports that it's not looking good to receive the bonding for the project. He adds that the House version of the bonding is asking for \$16.2 million and \$200,000 of that would finance the Voices for

Racial Justice group, which is a group that is seeking for the WELL Project to provide racial equity in the community. This was reported in The Globe newspaper. No new updates otherwise; waiting to see what happens in the June session.

- **General Business Update – Adrian and Worthington libraries open to the public**
 - David Bradford reports that both libraries opened to the public again, with limitations, on May 26th. He adds that it has been slower than the staff was expecting but that people are still coming in, doing their business and then leave.
- **Employee Update – Summer Assistant**
 - David Bradford informs the board of a new hire. Elizabeth Erwin will be starting on Wednesday, June 10th as the Summer Assistant. She will be helping with the children’s programs.
- **By-Law Review – Second Reading**
 - The library board again reviews the by-laws. Next month will be the third and final reading, then it will be voted upon. Mary Ingenthron adds that she saw an ad in the newspaper for the at-large position. After discussion, it seems that the County may not be aware that the library board is in the process of updating the by-laws. David Bradford will inform Admin. not to advertise anything and that the library board is in the process of updating the by-laws.

New Business:

- **Employee Update – Open Circulation/Technical Services Coordinator Position**
 - David Bradford explains that Myra Palmer has officially retired. He adds that some minor things were changed in the Circulation/Technical Services Coordinator job description. The paperwork has been sent to Sue in Admin and the position will likely be posted internally first. David also is re-writing the Reference Librarian job description to Adult Services Librarian.
- **Future Library Board Meetings**
 - Kathy Craun would like to hear the board’s opinions on meeting in person or continue via Zoom. It’s discussed that if it’s decided to meet in person that a larger room than the conference room would need to be available, as there’s not enough room to social distance. It’s also discussed that majority of the board would be okay with next month’s meeting being over Zoom again. The 2021 budget work is going to start soon. David Bradford will mostly be preparing the proposed budget plan and the board agrees that the July board meeting needs to be pushed back a week, to Monday, July 20th. This will give David time to get the numbers and also in time for the board to review the proposed budget before it’s finalized.
 - **Motion: “I make the motion for the next meeting to be changed to July 20th at 4:00 p.m. This will be a Zoom meeting. The agenda and paper copies will be sent out ahead of time for review.”**
 - Motion by Charlene Wintz and second by Peg Faber.

Other:

- **Winter Reading Program Update**
 - David Bradford is happy to report that the Winter Reading program is done. The staff drew five names for the grand prizes. Worthington had 89 women complete a card, 10 men complete a card and the total number of books read was 1,467. Adrian has not submitted their stats yet.
- **Summer Reading Program**
 - David Bradford tells the board that Jackie is just getting started with her programs. There is a limit of 10 people at once and Jackie will probably do a couple of the same program for multiple groups. Jackie started a “Story Stroll” out on the library’s greenspace today as well and is continuing her online story time too.

Adjournment:

The board thanks Marlene Greve for all of her time and hard work while she was on the library board; she went above and beyond for the board. Kathy Craun also welcomes newest board member, Andrea Duarte-Alonso.

M/S/P: Greve/Ingenthron

Next Meeting:

Monday, July 20th at 4:00 p.m. via Zoom

Respectfully submitted, Marci Moshier, Office Support