

Minutes
Nobles County Library Board of Trustees
Monday, July 20, 2020
(Via Zoom/Telephone)

- **The following board members were in attendance:** Kathy Craun, Mary Ingenthron, Peg Faber, Charlene Wintz, Andrea Duarte-Alonso and County Commissioner Gene Metz
- **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 4:00 p.m.

Additions to Agenda:

None.

M/S/P: Ingenthron/Faber

Public Comment:

None.

Approval of Minutes:

The board reviewed the minutes from the June 2020 board meeting.

M/S/P: Faber/Ingenthron

Reports:

Financial:

The June 2020 financials were reviewed, as well as the donation funds and Adrian Renovation fund. David Bradford states we are below budget and have saved labor costs since Myra's retirement. David adds that he's working on spending the rest of the money from the Catholic Charities grant by purchasing a computer for the children's room in Worthington, a book display for Adrian and things to go along with those items.

M/S/P: Wintz/Faber

Claims:

The June 2020 claims were reviewed. The board is curious about a claim on June 10th, which was payment for a graduation ad in the Nobles County Review newspaper. David explains it was a congrats ad from the Adrian library.

M/S/P: Ingenthron/Wintz

Circulation:

The board reviewed the circulation reports for June 2020. David Bradford updates the board that the imbalance of items we're sending out is still there but is a little bit better. It's discussed amongst the board that this issue will need to be solved at the Plum Creek level; Gene Metz is going to talk to David tomorrow after the County Commissioner's meeting to discuss this further. David adds that overall circulation is decent considering the restrictions.

PCLS Report:

Gene Metz informs the board that the next executive meeting is on July 29th. Gene adds that there is more money, as there is no director yet. Gene discusses with the board that the executive board was going to prioritize replacing the delivery van or replacing the server but they are going to move ahead with both. Gene reports that with some of the heavy rains lately that the Plum Creek building had water coming in the front door. Mary Ingenthron adds that some of the money will be spent remodeling and updating the building; especially the issue with the front door. Gene adds that they'll most likely start at the front of the building and work their way back.

Old Business:

- **WELL Project Update**
 - David Bradford states he has no new information about the WELL Project. Gene Metz responds that the bonding bill may be close to being passed but that the WELL Project is not part of it. Kathy Craun questions what the process is if the WELL Project is not on the bonding bill. Gene replies that with the COVID situation, everyone is far behind in income and that not much has been said. Gene adds that the City will go ahead with their portion but he's not sure about the school; Kathy adds that their need doesn't go away, they may just need to come at it from a different angle.
- **Employee Update – Circulation/Technical Services Coordinator position**
 - David Bradford informs the board that Laurie Ebbers was offered this position and that she has accepted; she will begin the next pay period (Monday, July 27, 2020). David adds that Laurie's current position was re-named to Adult Services Librarian and that this job description was heavily re-written. This position will be advertised extensively and that they will wait to get the right person for the job.
- **By-Law Review – Third Reading**
 - The library board again reviews the by-laws. David Bradford adds that there needs to be clarification on a couple of things; Kathy Craun questions if this is considered a minor thing and that the board can still go ahead with the third and final reading. The board discusses this and agrees that these are clarifications and it's not changing anything major. The clarifications are:
 - Article IV: 2.) Terms should be staggered to comply with Minnesota Statute 134.09, Subd. 2. At time of ratification, terms expired as the following: Districts 1 and 3 expire at the end of 2021; Districts 4 and 5 expire in 2022; District 2 expires in 2023.
 - Article IV: 4.) Appointments shall be made at the County Board Statutory Meeting, or before the first meeting of the library board after the end of the fiscal year.
 - Charlene Wintz makes a motion to change those articles – second is by Peg Faber.
 - Kathy Craun does a roll-call-vote to approve the third and final reading of the by-laws:
 - Kathy Craun – yes
 - Mary Ingenthron – yes
 - Peg Faber – yes
 - Andrea Duarte-Alonso – yes
 - Charlene Wintz – yes
 - Opposed – none
 - The third and final reading of the By-Laws of the Nobles County Library Board of Trustees has been approved.

New Business:

- **Employee Update – Circulation Assistant – Youth Services position**
 - David Bradford informs the board that Janie Theppalad is not working here anymore. This position is 2/5 time. The position has been posted and applications will start being reviewed later this week with hopes of interviews next week. David adds that Elizabeth Ramos (who is 1/5 time) is now on unpaid leave of absence. David continues that the library is open from 9-5, Monday through Friday and we aren't able to add hours until we have more staff.
- **Acceptance of Donation**
 - David Bradford notifies the board that Dennis and Anne Twiss have made a donation to be used in the children's collection 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 \$50.00 from Dennis and Anne Twiss, 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 July 20, 2020.*
 - M/S/P: Faber/Wintz

- **2021 Proposed Budget**

- David Bradford presents the proposed budget spreadsheet and narrative. David adds that we've been advised of a zero levy increase and that the budget is going to be flat. With Myra retiring the labor cost is going way down. Kathy Craun asks about the added staff listed; David explains it would be for another 1/5 time position and adds that the money is there if the labor savings is factored in. This person would help cover hours better and also evenings/weekends. Gene Metz advises David to stress that FTE are equal and adds that it would be hard to bring in more FTE. David says it's in the narrative that there has been zero additional FTE from where the library was in May.
- Kathy Craun does a roll-call-vote to approve the 2021 proposed budget:
 - Kathy Craun – yes
 - Mary Ingenthron – yes
 - Peg Faber – yes
 - Andrea Duarte Alonso – yes
 - Charlene Wintz – yes
 - Opposed – none
- The 2021 proposed budget has been approved.

Other:

- **Summer Reading Program**

- David Bradford tells the board that programs are going fine, considering the restrictions. He adds that everything is about half as usual for Jackie's summer programs. Jackie has put together a few different story strolls and an I Spy window game. Kathy Craun would like to pass on her thanks to Jackie, as well as to all of the staff, for doing a great job with what they have to work with and the restrictions they're under.

Adjournment:

- Kathy Craun asks the board what they would like to do for the next board meeting in August. After a brief discussion it is decided to have the August 10th board meeting via Zoom.
- M/S/P: Wintz/Craun

Next Meeting:

Monday, August 10, 2020 at 4:00 p.m. via Zoom

Respectfully submitted, Marci Moshier, Office Support