

Minutes
Nobles County Library Board of Directors
Monday, August 10, 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:** County Administrator Tom Johnson

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 July 2020 board meeting.

M/S/P: Faber/Ingenthron

Reports:

Financial:

The July 2020 financials were reviewed. David Bradford adds that between Adrian and Worthington the Catholic Charities funds have all been allocated.

M/S/P: Wintz/Ingenthron

Claims:

The July 2020 claims were reviewed.

M/S/P: Wintz/Ingenthron

Circulation:

The board reviewed the circulation reports for July 2020. Kathy Craun comments that circulation is starting to go up a little bit. David Bradford agrees; he adds that traffic has leveled off and is still less than last summer.

PCLS Report:

Mary Ingenthron reports from the last meeting that a new delivery truck or van was discussed again and that they're trying to find a vehicle that works, the annual meeting has been cancelled and that all of the libraries are open within Plum Creek again but some have limited hours. Gene Metz states that the distribution of CARE dollars hasn't been one hundred percent decided; the intention is to put it back into small business but there will be more discussion. David Bradford reports that there were three problems with the delivery truck last week; he is glad to hear a new vehicle will be coming.

Old Business:

▪ **WELL Project Update**

- Tom Johnson updates the board that the WELL Project has fallen off of the House bill and that it's out of the bonding process now. He adds that the next step is to go to the County Commissioner board to figure out what the next step is, what direction to go and then move on from there.

▪ **Employee Update – Adult Services Librarian, Circ. Assistant – Youth Services & Library Page, Adrian**

- David Bradford informs the board that Laurie Ebbers is officially in her new position as Circulation/Technical Services Coordinator. The Adult Services Librarian position has been posted and first round of reviewing applications will be next Monday, August 17th. This position is open until filled and

the library wants to get the right person for that job. Emily Spieker has been hired as the new Circulation Assistant – Youth Services. She did orientation today, will help with the carnival on Wednesday and starts training with Laurie next Tuesday. David adds that Emily worked in the North Mankato library for almost a year, so she is familiar with public libraries. David informs the board that Tina Zybtofsky resigned from her position in Adrian and her last day was August 7th; this position has posted and the first review will be on August 21st. David is hoping to have that position filled by the next library board meeting. He adds that Elizabeth Ramos is on a personal leave of absence until up to Columbus Day, and that Elizabeth Erwin is done on August 12th. There is a possibility that Elizabeth can remain on the payroll and work a few more days but David is not sure if she wants to or if we can for sure; adds she has done a nice job. Kathy Craun asks if the hours in Adrian will be covered; Christy has it covered for this month. On September 1st Christy needs to leave a couple of hours early but David will cover that for her.

New Business:

- **Oath of Office – Andrea Duarte-Alonso (By-Laws Article IV, #7)**
 - Kathy Craun presents Andrea as a new board member and asks Andrea to read the Oath of Office for the board.
 - Andrea: “I, Andrea Duarte-Alonso, do solemnly swear that I will support the Constitution of the United States and of the State of Minnesota, and faithfully discharge the duties of the office of Library Board of the County of Nobles in the State of Minnesota to the best of my judgement and ability. So help me God.”
 - David Bradford questions if Peg Faber will need to be officially appointed to District 2 by the County Board. Gene Metz checks with Tom Johnson; Peg does not need to. David will let Allison in Admin know of the change.
- **Audio of Library Board Meetings**
 - David Bradford reminds the board that Office Support Marci Moshier has been recording the board meetings since May of 2019. Marci Moshier adds that she records the meetings on her phone, transfers it to her work computer and deletes the audio off her phone; she started doing this last year when the WELL Project came up again. David continues that the audios are stored on the library’s M: drive and that these files do take up a pretty large amount of space; nearly 40% of our storage is audio files. The board discusses if the audio from board meetings should be kept for a year, but after hearing how much space they take up, the board decides that 6 months would be sufficient.

Other:

- **Summer Reading Program**
 - David Bradford reports that the summer programs wrap up in nine days and that Jackie has done a good job with what she can. He continues that the carnival is on the 12th; normally a couple hundred kids come for that but they will be happy if we can get 100 this year. With the circumstances, it has gone pretty well this summer. The fall programs may need minor adjusting, depending on the Worthington school schedule.
- **Summer Book Sale**
 - David Bradford tells the board that we had a special Summer Book Sale last month, a smaller than usual sale, and had it on the main level of the library this time. Around \$630.00 was brought in from the sale, which is a little less than usual. David adds that there were compliments of having the sale on the main level and it was easier for library staff. We are planning to do another book sale in October or early November.

Adjournment:

- Kathy Craun asks the board what they would like to do for the next board meeting in September. After a brief discussion that meeting in person would be okay as long as the mask mandate is still in order and we all wear masks. It is decided to have an in-person meeting in the library’s work room.

M/S/P: Faber/Wintz

Next Meeting:

Monday, September 14, 2020 at 4:00 p.m. in the library’s work room.

Respectfully submitted, Marci Moshier, Office Support