

**Minutes**  
**Nobles County Library Board of Directors**  
**Monday, November 9, 2020**

- **The following board members were in attendance:** Kathy Craun, Peg Faber, Andrea Duarte-Alonso and County Commissioner Gene Metz
- **Absent:** Mary Ingenthron and Charlene Wintz
- **Present library staff:** Library Director David Bradford and Office Support Marci Moshier
- **Others present:** The Globe reporter Julie Buntjer via telephone

***Call to Order:***

Kathy Craun called the meeting to order at 4:02 p.m.

***Additions to Agenda:***

David requests to move ‘Study of Community’s Needs and Strategic Plan’ earlier in the meeting, as Julie Buntjer has another meeting. It will be moved to under the ‘Reports’ section.

M/S/P: Faber/Duarte-Alonso

***Public Comment:***

None.

***Approval of Minutes:***

The board reviewed the minutes from the September 2020 board meeting and acknowledged that October’s meeting was cancelled due to lack of a quorum.

M/S/P: Faber/Craun

***Reports:***

**Financial:**

The September 2020 and October 2020 financials were reviewed.

M/S/P: Duarte-Alonso/Faber

**Claims:**

The September 2020 and October 2020 claims were reviewed.

M/S/P: Faber/Duarte-Alonso

**Circulation:**

The board reviewed the circulation reports for September 2020 and October 2020. David Bradford notes that everything is holding steady. He adds that things are fairly consistent at being 2/3 of what it has been in the past in Worthington; Adrian is doing good overall compared to last year. It is discussed amongst the board that this is more than likely due to COVID, as numbers in the County are going up again.

▪ **Study of Community’s Needs and Strategic Plan**

- David Bradford explains that he is looking into doing a community assessment. As discussed before, this is to find out what the community wants. Gene Metz asks those present if they feel like everybody in the community knows what a library is and overall the answer was no. Kathy Craun adds that the JBS employee tours of the community would stop at the library first, then go across the street to the church. Kathy continues that many of them didn’t know what a library was and didn’t know it was for free. Peg Faber voices that we have to educate the community that it’s more than just books. Andrea Duarte-Alonso speaks of outreach efforts; making the public more aware of hours, that there are tables here to use and to be accessible to people. David gives an example that on Wednesdays there are not many attending Story Time right now. Is it because the kids are in daycare or preschool and not at home? He adds that we need to get the raw data and get some actual information with someone guiding us through the process. This would

involve using people at the library, asking which community groups to reach out to and who to connect with and which organizations to meet with; online surveys won't work. Gene comments that we need to reach out and get people to trust us. Kathy adds that it needs to be known to the community what resources are available to them. David has talked to Jason at Southwest Regional Development and was told that since they are so swamped they are only taking little projects through June of next year. Gene and Andrea have both worked with Jason before and have good things to say about their experiences. Gene questions during COVID, how effective can you be in doing a true outreach when people are scared right now? Another name that was mentioned was Jorge Lopez and that he has connections with some of the groups in town and has community acceptance. Gene adds that these two men are local people and they have good connections with groups; these are the people that can be reached out to. Kathy remarks that this is good, just by discussing this now there are a couple of names out there of who to reach out to in the community. David is going to reach out to Jason first and see if he would be able to help out sooner. Gene wraps up the discussion well by saying, "It's not what you know, it's who you know."

### **PCLS Report:**

- Gene Metz reports that Plum Creek now has a new van. The new van is being worked on to get it upgraded inside with shelving and David added that two new drivers were hired. Gene had received a call from an activist that asked why one racial group wasn't more represented in the Plum Creek collection. Gene adds that this leads back to what people need here. Kathy Craun comments that sometimes people look for a book that was written by a person that has a name like them or the author's picture looks like them; that we're so diverse here. Kathy continues explaining that the middle school library grew their collection and made an effort to make it so they had different authors and cultures. Andrea Duarte-Alonso adds that in her own personal experience, growing up she didn't feel like there were enough authors about her culture. When she went to college she did cultural awareness but the books were from the 90's, so they were outdated names. Andrea comments that the community assessment would be good to know what kind of books people are looking for.

### **Old Business:**

- **Employee Update – Adult Services Librarian and Circulation Assistant**
  - David Bradford brings the Library Board up-to-date that there are four in-person interviews scheduled for this Thursday for the Adult Services Librarian position. He is hoping to get someone that would be a good fit and that they would accept an offer. He continues that if not that the library will have to go a different direction with the position. David informs the board that Roxana Castillo resigned in early October and as of right now he will not be hiring for her position. Elizabeth and Emily both work part-time here and are able to work more hours to cover that position for now. He will know more about which direction to go after the Adult Services Librarian position is determined.
- **Future Direction of the Library Building – Update from County Commissioner Work Session**
  - David Bradford states that during the work session there was a lot of discussion but that he didn't gather a strong feeling of what to do or not to do. Gene Metz comments that we're in retrench mode until we know the state of the economy.
- **Future Open Hours - Worthington**
  - David Bradford reminds the board that this was talked about at the last meeting but that for now the plan is to eventually go back to the original hours open last February, as there is no information to justify a change right now. Hours were extended in early October until 6 pm Monday through Thursday and that will be how it is until the end of the year or maybe beyond that even. He adds that staffing levels has a lot to do with the hours right now.

### **New Business:**

- **Study of Community's Needs and Strategic Plan** – discussed above
- **Election of New Officers and Plum Creek Governing Board**
  - Kathy Craun informs the board that next month the board will need to elect new officers at the Library Board Meeting. This is for President and Vice President (which in the By-Laws of the Nobles County

Library Board of Trustees is referred to as President and Secretary) Kathy would like the board members to be thinking about what position they may want or who they may want to elect into those positions. Kathy adds that two people need to attend the Plum Creek meetings; Gene Metz clarifies that one commissioner and two selected board members attend.

▪ **2021 Library Board Meeting Schedule**

- The 2021 Library Board Meeting Schedule is included in the packet to inform the board members of the dates.

***Other:***

▪ **Autumn Book Sale (November 2<sup>nd</sup>-6<sup>th</sup>)**

- David Bradford reports that the book sale brought in \$725.03. He counted the rows of books before and after and around 45-50% of the books were bought. He adds that revenue was good but was down a little from last year. He is planning on having a Spring Book Sale in April and that we'll probably keep doing them on the main level of the library. Kathy Craun thanks the staff for their work with the book sale.

▪ **Halloween Haunted House (October 15<sup>th</sup>-16<sup>th</sup>)**

- David Bradford informs the board that Jackie VanHorsen coordinated the Haunted House again. Jackie happily reports that 127 attended from the 9 programs, as she walked through the meeting to leave for the evening. She adds that it was a good turnout and the kids all had fun.

▪ **Santa Visits (December 7<sup>th</sup>-11<sup>th</sup>, 13 visits)**

- David Bradford states that the visits with Santa have been set up but that he is not sure yet if the library will pay for it or if the Friends of the Library will. Kathy Craun asks if there has to be a different procedure with COVID and David replies that mostly it has to be smaller groups.

***Adjournment:***

- Kathy Craun asks the board what they would like to do for the board meeting in December. Gene Metz suggests waiting to see where the COVID numbers are in two weeks. Tentatively it is agreed to do the meeting next month in the library's work room and wearing masks. Unless things worsen with COVID and then the meeting will be held over Zoom. Kathy will be gone but could Zoom in to the meeting.
- Kathy Craun adjourned the meeting.

***Next Meeting:***

Monday, December 14, 2020 at 4:00 p.m. in the library's work room, unless things worsen with COVID, then there will be a Zoom option as well.

Respectfully submitted, Marci Moshier, Office Support